

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES
LIBRARY BOARD MEETING
MONDAY, JUNE 27, 2022
7:00 PM
LIBRARY PROGRAM ROOM

AGENDA

- A. Call to Order Nancy Conradt, President
- B. Roll Call Diane Kelsey, Secretary
- C. Approval of the Minutes
 - 1. Board Meeting – May 23, 2022 ACTION
 - 2. Special Board Meeting (open session) – May 23, 2022 ACTION
 - 3. Special Board Meeting (closed session) – May 23, 2022 ACTION
- D. Recognition of the Public
- E. Public Comments -- Limited to 3 Minutes
- F. Agenda – Additions/Deletions
- G. Treasurer's Report Corrine Jakacki-Dattomo, Treasurer
 - 1. Approval of the Bills for June 2022
 - 2. Financial Statements for May 2022
- H. Communications
 - 1. Memo RE: Filling Trustee Vacancies ATTACHMENT
(Peregrine, Stime, Newman Ritzman & Bruckner)
 - 2. Memo RE: Appointing a Treasurer ATTACHMENT
(Peregrine, Stime, Newman Ritzman & Bruckner)
 - 3. Memo RE: Collecting Information About Vendors ATTACHMENT
(Peregrine, Stime, Newman Ritzman & Bruckner)
- I. Reports
 - 1. President Nancy Conradt
 - 2. Library Director ATTACHMENT
 - 3. Department Managers ATTACHMENT
 - 4. Finance Committee Corrine Jakacki-Dattomo
 - 5. Strategic Planning Committee Pat Weninger

J. Unfinished Business

K. New Business

- | | | |
|----|--|--------|
| 1. | Draft Income Projection for FY 2022-2023 | ACTION |
| 2. | Draft Working Budget for FY 2022-2023 | ACTION |
| 3. | Ordinance 22-02: Meeting Date and Time 2023 | ACTION |
| 4. | Resolution 22-02: Non-Resident Library Card
Participation FY 2022-2023 | ACTION |
| 5. | Resolution 22-03: Library Closing Schedule 2023 | ACTION |
| 6. | Public Hearing Date for Tentative Budget and Appropriations
Ordinance (50 ILCS 330/3) August 22, 2022 at 6:45 p.m. | ACTION |
| 7. | Approval to pay via ACH for General Liability, Workers
Compensation, and Directors & Officers Insurance Renewal | ACTION |
| 8. | Approval to pay via ACH for LIMRiCC Insurance | ACTION |
| 9. | Intergovernmental Agreement to Participate in the <i>Illinois
Libraries Presents</i> 2022-2023 Season | ACTION |

L. Closed Session

- | | |
|---|--------|
| The President may entertain a motion to enter into closed session in
accordance with the Illinois Open Meetings Act. | ACTION |
|---|--------|

M. Return to Open Session

N. Adjournment

DRAFT MINUTES ONLY

1

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, MAY 23, 2022
7:00 P.M.

A. CALL TO ORDER: President Conradt called the meeting to order at 7:02 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Diane Kelsey, Secretary; Corrine Jakacki, Treasurer; Richard Bloom, Scott Grotto, and Pat Weninger, members.

STAFF PRESENT: Ben Weseloh, Library Director; Dominique Mendez, Youth Services Manager; Omar Nuñez, Public Relations Specialist; Gabe Cardenas, Circulation Services Manager; Amanda Ghobrial, Adult Services Manager; Mike Novy, Technical Services Manager, staff.

C. APPROVAL OF THE MINUTES:

1. April 25, 2022: Ms. Jakacki moved to approve the Minutes of Monday, April 25, 2022, as amended; seconded by Richard Bloom.

- Page 6, Section K-5, last paragraph should end at "on the Building and Grounds Committee."

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: James Howard and Austin Gieser, Governmental Accounting.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Ms. Conradt asked Mr. Bloom if the outcome of the Executive Meeting on the Library Director's evaluation could be added to the agenda. Mr. Bloom stated the topic would need to go on the agenda for the June meeting if the Board would like to discuss the Director's review in open session.

G. TREASURER'S REPORT:

1. Approval of the Bills for May 2022: Ms. Jakacki moved to approve the bills in the amount of \$221,698.79; seconded by Mr. Grotto.

Roll Call Vote - Yes: Richard Bloom, Scott Grotto, Corrine Jakacki, Diane Kelsey, Pat Weninger, Nancy Conradt. Motion carried.

2. Financial Statements for April 2022: James Howard provided an oral financial report to the board. The Library District has collected 98%

of its total revenue budget. This year when The Library goes to levy, it will have the unique situation of a high CPI at 7% which it will want to capture. The Library will publish notice of the public hearing in accordance with the Truth in Taxation Act.

The fiscal year replacement taxes collected are \$35,216, 1% more than budgeted; and service fees collected are \$8,144. At 83% of the way through the fiscal year, operational expenditures are 77% of the total budget. The Library will receive a refund from Sikich in the amount of about \$24,125.

Expenses reviewed include the Electronic Reference Annual Subscription of \$28,886; the CCTV maintenance of approximately \$4,975. Personnel expenses were approximately \$1.1 million against a \$1.5 million budget; and Programs expenses are slightly high, approximately 8% above budget, due to the \$5,000 contribution to Healthy West Chicago. This is the first year of three that the Library will make that contribution; in the future years the contribution will be budgeted for in the program line.

The total fund ending balance is \$1.5 million, funded at 81%. Industry best practice recommends the Library have at least three months or better of funds to cover expenses. The Federal Reserve is increasing interest rates, which should cause an increase in interest income on savings accounts.

H. COMMUNICATIONS:

1. Healthy West Chicago Quarterly Report: The report describes the success of the program during the first quarter of 2022. The number of participants served has increased from 109 persons in 2021 to 222 persons in 2022. The Library partners with Healthy West Chicago with cooking classes and yoga on the lawn.

I. REPORTS:

1. Nominating Committee: The Nominating Committee, comprised of Corrine Jakacki and Diane Kelsey, reported that the Committee recommends Nancy Conradt, President; Frank Fokta, Vice President; Diane Kelsey, Secretary; and Corrine Jakacki, Treasurer.

2. President:

a. Election of Officers for FY 2022-2023:

i. President: President Conradt asked for nominations from the floor, and there were none. President Conradt closed the nominations for the Office of President.

Upon motion of the Nominating Committee for Nancy Conradt to serve in the Office of President, the Board voted by unanimous voice vote to approve Ms. Conradt to serve in the Office of President. Motion carried.

DRAFT MINUTES ONLY

3

ii. Vice President: President Conradt asked for nominations from the floor, and there were none. President Conradt closed the nominations for the Office of Vice President.

Upon motion of the Nominating Committee for Frank Fokta to serve in the Office of Vice President, the Board voted by unanimous voice vote to approve Mr. Fokta to serve in the Office of Vice President. Motion carried.

iii. Secretary: President Conradt asked for nominations from the floor, and there were none. President Conradt closed the nominations for the Office of Secretary.

Upon motion of the Nominating Committee for Diane Kelsey to serve in the Office of Secretary, the Board voted by unanimous voice vote to approve Ms. Kelsey to serve in the Office of Secretary. Motion carried.

iv. Treasurer: President Conradt asked for nominations from the floor, there were none. President Conradt closed the nominations for the Office of Treasurer.

Upon motion of the Nominating Committee for Corrine Jakacki to serve in the Office of Treasurer, the Board voted by unanimous voice vote to approve Ms. Jakacki to serve in the Office of Treasurer. Motion carried.

President Conradt dissolved the Nominating Committee.

b. Appointment of the Ethics Officer: President Conradt appointed Frank Fokta to be the Ethics Officer.

c. Appointment of the Parliamentarian: President Conradt appointed Richard Bloom to be the Parliamentarian.

d. Appointment of Finance Committee: President Conradt named the Finance Committee to be comprised of Corrine Jakacki, Chair; Diane Kelsey and Scott Grotto, members.

e. Appointment of Policy Committee: President Conradt named the Policy Committee to be comprised of Frank Fokta, Chair; Richard Bloom and Pat Weninger, members.

f. Appointment of Building & Grounds Committee: President Conradt named the Building & Grounds Committee to be comprised of Frank Fokta, Richard Bloom, and Corrine Jakacki. The committee can select its own chair.

3. Library Director: Mr. Weseloh stated the library is 83.3% through the fiscal year. Interest income on the Illinois Funds GASB 54 fund has increased to \$219 this month. Sikich sent the reimbursement check in the amount of \$24,124.92.

Midwest Mechanical was onsite to repair mechanicals in the ceiling in the HR Manager's office which had heated up to 92 degrees. PACE Systems was onsite on May 11 for the biannual maintenance and cleaning of the surveillance cameras.

DRAFT MINUTES ONLY

4

Mr. Weseloh and Mr. Bloom attended the State of the City Address on May 16, 2022. The City spoke to the increased development that is happening in West Chicago; about painting the water tower; and the plans for a creating a park on the Kerr McGee site.

Mr. Weseloh and Ms. Bajor attended the LIMMRiCC meeting on May 17. The Library is seeking to fill the circulation assistant position which recently became open.

Sikich was onsite to work on a new computer in the Adult Services department, install a dock, and rebuild two work stations.

Mr. Weseloh and Ms. Bajor met with Peerless Technology to continue moving forward on the VOIP phone system installation, focussing on implementing all the same phone system services the Library currently has, Internet system, and the elevator call-out system which will utilize a cellular signal.

Mr. Weseloh worked with Verizon Business Mobile to procure four new cell phones for library staff to use, one each for Mr. Weseloh, the maintenance assistant, the Person in Charge, and the security monitor. The cell phones are used throughout the day for emergency or other library-related reasons. The Library will save about \$10 per month on the phones as well as have better plans.

The Library's table at Blooming Fest saw approximately 80 people before the rain and lightning cancelled the event.

The Pulte development next to the St. Andrews Golf and Country Club is no longer moving forward. Some of the neighbors objected to the increased density of the development. The Library had worked with the City of West Chicago and the developer to annex that property into the Public Library District as a condition of sale. The annexation is off of the table for the time being.

Mr. Weseloh received roofing estimates from two companies, Matt Brady and CSR roofing. Additional estimates are expected from Waukegan Roofing and NCR.

Midwest Seal Coat was onsite the weekend of May 21-22, 2022, to seal coat and stripe the parking lot. Quest Mark Flooring will be onsite Memorial Day weekend to repair the slate flooring in the entrance to the library. The door servicer and the security gate servicer will be onsite May 26, 2022 to remove the interior doors and security gates to enable repair of the floor. Mr. Weseloh will be at the library both days the project will be underway.

The Library is working with Fitzgerald for electrical boxes. The Elara

DRAFT MINUTES ONLY

5

report listed \$5,000 for preventive maintenance on the electrical box, and another \$15,000 figure for work on electrical equipment in the building, panel boards and disconnects to be performed this fiscal year and next fiscal year. The chiller pump is being ordered at a cost of \$3,000.

4. Department Managers:

Administrative Services: The e-newsletter open rates and click rates decreased by 1%. The most-opened email was for the mobile DMV program, which was organized by Senator Villa, and the Blood Pressure Clinic, which was organized by Northwestern Medicine.

(James Howard and Austin Gieser left.)

The top two programs that garnered the most clicks were the yoga program, with 35 registrations, and the Getting Crafty program, with 20 registrations. On Facebook the most popular posts were for Children's Day, Blood Pressure Clinic, and Mobile TV. The Library gained 29 new followers in the month of April.

Adult Services and Young Adult Services: Adult Services had 53 adults attend eight programs in April. The chair yoga program had 18 people attend; 13 people attended Healthy West Chicago Virtual Cooking Class.

Young Adult Services: The Lemay Middle School after-school book club visited the library and worked with Young Adult Librarian Jessica, who made a logo for the book club, and they placed it on mugs using the Cricut machine. A total of 17 attended the event.

Circulation Services: In April 13,077 total items were checked out, a 34% increase from April 2021; 3,180 of those materials were electronic. The Library had 4,480 visitors in April, an increase of 47% from April 2021 when the library was only partially open.

The total number of cardholders is 15,073, an 8.05% decrease from April 2021.

The Library donated 186 books to Aperian Care in West Chicago. Gabe Cardenas provided the Board a document listing the last four years of circulation statistics which gives a picture that the Library is trending back slowly to pre-pandemic numbers from 2019.

Technical Services: 873 items were ordered; 706 items were received; 2,529 items were added to the collection; 171 items were withdrawn from the collection; and 34 items were repaired in-house.

Youth Services: A total of 40 programs were held in the month of April,

with a total of 663 attendees. The most popular kit for pickup was the Super Hero to-go bag with 48 bags given out; and the Children's Book Date was a popular program with 39 patrons in attendance. The Mexican Consulate of Chicago attended the event and donated a cart full of books to the Library. Dominique stated she does not know of another library in the area that owns these particular books, which are textbooks given out to school children in Mexico, separated by 1st grade through 6th grade, all in Spanish, including short stories and an atlas which is very detailed and written in Spanish. They shall be available digitally online as well.

5. Finance Committee: Ms. Jakacki reported the Finance Committee did not meet between the April and May board meetings.

6. Policy Committee: The Policy Committee did not meet since the last board meeting. Mr. Fokta is reworking the Disaster and Emergency Plan to make it more efficient.

7. Strategic Planning Committee: Ms. Weninger reported that the Committee met May 12. Present were Pat Weninger, Diane Kelsey, Omar Nuñez, and Jenny Winters. The Committee received the information Diane and Jenny had gathered from the focus groups with the community leaders, discussed the additional survey information that Omar gathered from the community, and examined the information gathered from the library staff, who were asked to evaluate the last strategic plan as well as offer their perspectives on the plan being developed.

The Committee looked at the common themes that were apparent and the data collected, and discussed how to incorporate those factors into a usable, clear, and concise document. The Committee has determined that the new plan needs to identify clearly stated goals that can be measured. The Plan is in the final stages of development, and Omar and Jenny are currently working on the format.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Library Closure (June 17, 2022) -- Staff Development: Ms. Jakacki moved to approve the Library Closure on June 17, 2022, for staff development; seconded by Mr. Grotto. Motion carried by unanimous voice vote.

2. Resolution 22-01: Ms. Jakacki stated the Finance Committee recommends that the Library transfer from within the corporate fund to GASB 54 fund the amount of \$35,720. The amount is intended to be 25% fully funded through the 21-22 budget.

DRAFT MINUTES ONLY

7

Roll Call Vote - Yes: Richard Bloom, Scott Grotto, Corrine Jakacki, Diane Kelsey, Pat Weninger, Nancy Conradt. Motion carried.

3. Insurance Renewal: Ms. Jakacki moved to renew the insurance coverage based on the quote from Kamm Insurance; seconded by Mr. Grotto. Mr. Weseloh stated the quote represents an \$889 increase over the previous year, which he believes is a fair, favorable increase for this coming year. If the renewal is not considered favorable, the Library would send the insurance coverage out for a quote from to the insurance companies.

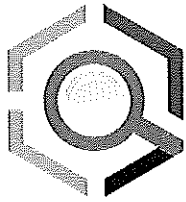
The policies include Philadelphia Insurance, which provides the Internet liability coverage that was selected a few years ago. They are the only company that provides that particular coverage.

Roll Call Vote - Yes: Richard Bloom, Scott Grotto, Corrine Jakacki, Diane Kelsey, Pat Weninger, Nancy Conradt. Motion carried.

L. CLOSED SESSION: No closed session was held.

M. RETURN TO OPEN SESSION: No return to open session needed.

N. ADJOURNMENT: President Conradt stated that no closed session will be held; and business having been completed, she adjourned the meeting at 7:51 p.m.



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES
SPECIAL MEETING
MAIN PROGRAM ROOM
MONDAY, MAY 23, 2022
6:00 PM

MEETING MINUTES

A. Call to Order

The meeting was called to order at 6:00 PM by Nancy Conradt, President

B. Roll Call

TRUSTEES PRESENT: Nancy Conradt President; Diane Kelsey Secretary, Corrine Jakacki-Dattomo, Treasurer, Richard Bloom, Pat Wenninger, Scott Grotto Trustees.

ABSENT: Frank Fokta Vice President

C. Approval of the Minutes

None to approve.

D. Recognition of the Public

None present.

E. Public Comments -- Limited to 3 Minutes

None.

F. Agenda – Additions/Deletions

Agenda item L – CLOSED SESSION and M – Return to Open Session were moved to follow agenda item G – treasurer's Report. The remaining agenda items remained in order.

G. Treasurer's Report

Corrine Jakacki-Dattomo, Treasurer

None.

H. Communications

None

I. Reports

1. President

Nancy Conradt

None.

J. Unfinished Business

None.

K. Closed Session

The President may entertain a motion to enter into closed session in accordance with the Illinois Open Meetings Act.

(5 ILCS 120/2(c)(1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

At 6:07 PM Corrine Jakacki moved to enter into closed session in accordance with Illinois Opening Meetings Act: seconded by Richard Bloom.

Roll Call Vote: Yes – Richard Bloom, Scott Grotto, Corrine Jakacki, Diane Kelsey, Pat Weninger, Nancy Conradt.

Motion carried.

L. Return to open Session

At 6:48 PM Corrine Jakacki moved to return to open session, seconded by Scott Grotto.

Roll Call Vote: Yes – Richard Bloom, Scott Grotto, Corrine Jakacki, Diane Kelsey, Pat Weninger, Nancy Conradt.

Motion carried.

ROLL CALL: TRUSTEES PRESENT: Nancy Conradt, President, Corrine Jakacki, Treasurer, Diane Kelsey, Secretary, Richard Bloom, Scott Grotto, Pat Weninger, Trustees.

M. New Business

1. Library Director Evaluation

A motion was made by Corrine Jakacki to offer the Director a raise that would increase his salary to \$105,691.34; seconded by Scott Grotto.

Roll Call Vote: Yes: Richard Bloom, Scott Grotto, Corrine Jakacki, Diane Kelsey, Pat Weninger, Nancy Conradt.
Motion carried.

N. Adjournment

Meeting was adjourned at 6:50 PM

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: June 27, 2022

FINANCIAL STATEMENT DATE: May 31, 2022

Payroll dated:

5/13/2022	Net Payroll	\$	33,847.49
	Federal Liability Payment	\$	9,994.01
	State Liability Payment	\$	2,102.68
	Paylocity Fee	\$	160.62
5/27/2022	Net Payroll	\$	33,948.97
	Federal Liability Payment	\$	9,970.28
	State Liability Payment	\$	2,102.70
	Paylocity Fee	\$	370.08
	Net Payroll	\$	-
	Federal Liability Payment	\$	-
	State Liability Payment	\$	-
	Paylocity Fee	\$	-

TOTAL	\$	92,496.83
-------	----	-----------

State Bank of IL

Operating - Manual Cks	Check No.	\$	22,073.67
Operating - System Cks	Check No.	\$	71,062.48
Operating - Credit Card	Check No.	\$	1,928.07
Librarian's Petty Cash	Check No.	\$	499.75

TOTAL	\$	95,563.97
-------	----	-----------

Total Bills for Approval	\$	188,060.80
--------------------------	----	------------

Board Approval

Signature:

Board Approval Date:

2:17 PM

06/18/22

West Chicago Public Library District
Bills Total
As of June 18, 2022

Type	Date	Num	Memo	Split	Amount
Abbott Tree Care Professionals					
Bill	06/01/2022	30092	June	45130 · EXTERIOR LANDSCAPING	489.25
Total Abbott Tree Care Professionals					489.25
Accurate Office Supplies					
Bill	05/13/2022	569592	Misc.	41334 · OFFICE SUPPLIES GENERAL	81.53
Bill	05/13/2022	569593	Towel/Tissue/Cleaner	45115 · JANITORIAL SUPPLIES	585.55
Total Accurate Office Supplies					667.08
Albersons-Safeway					
Bill	06/07/2022		Bleach	45115 · JANITORIAL SUPPLIES	6.99
Total Albersons-Safeway					6.99
Amazon Capital Services					
Credit	05/18/2022	1C6P-K4X4-H...	Game	42340 · AV MATERIALS-YOUTH	-54.49
Credit	05/20/2022	11NW-HM97-...	Game	42340 · AV MATERIALS-YOUTH	-52.00
Credit	05/20/2022	1TLR-TVGM-...	Game	42340 · AV MATERIALS-YOUTH	-52.99
Credit	06/02/2022	1CCY-7X1Y-1...	Books	44140 · PROGRAMS-YOUTH	-29.96
Credit	06/09/2022	1P6Q-CCPK-...	Game	42330 · AV MATERIALS-YOUNG ADULT	-21.58
Bill	05/09/2022	1HJ3-DL4X-F...	Nintendo Switch Game	42340 · AV MATERIALS-YOUTH	39.99
Bill	05/09/2022	194L-PRCG-L...	Shelf/Rolling Cart	42340 · AV MATERIALS-YOUTH	519.97
Bill	05/10/2022	1HJ3-DL4X-Y...	Lysol Spray	45116 · COVID 19 SUPPLIES	33.87
Bill	05/12/2022	19LD-F9YQ-4...	Misc.	44130 · PROGRAMS-YOUNG ADULT	39.10
Bill	05/12/2022	1DLH-XK6Y-9...	Book	42140 · BOOKS-YOUTH	15.69
Bill	05/13/2022	1DLH-XKGY-...	CDs	42120 · BOOKS-ADULT	55.41
Bill	05/15/2022	14Q7-LXG9-X...	Misc.	42330 · AV MATERIALS-YOUNG ADULT	345.86
Bill	05/15/2022	1KHM-FT3V-T...	Misc.	42340 · AV MATERIALS-YOUTH	198.28
Bill	05/15/2022	1LTY-16DT-1...	Games	42340 · AV MATERIALS-YOUTH	92.70
Bill	05/15/2022	17DH-LGXF-T...	Misc.	44140 · PROGRAMS-YOUTH	99.50
Bill	05/15/2022	1KW6-3KFC-...	Misc.	44140 · PROGRAMS-YOUTH	91.65
Bill	05/15/2022	1DYY-9FLV-3...	Misc.	44140 · PROGRAMS-YOUTH	100.30
Bill	05/15/2022	1DYY-9FLV-C...	Shelves	42340 · AV MATERIALS-YOUTH	269.99
Bill	05/15/2022	11LK-TXCR-P...	Games	42330 · AV MATERIALS-YOUNG ADULT	687.07
Bill	05/15/2022	17DH-LGXF-...	Books	44140 · PROGRAMS-YOUTH	29.96
Bill	05/15/2022	163L-PDQ3-3...	Games	42330 · AV MATERIALS-YOUNG ADULT	159.98
Bill	05/17/2022	1CDM-FYLN-...	Misc.	44140 · PROGRAMS-YOUTH	130.96
Bill	05/19/2022	1YRX-GDMH-...	Storage Bin	44140 · PROGRAMS-YOUTH	25.00
Bill	05/19/2022	14F6-PHYN-D...	Game	42330 · AV MATERIALS-YOUNG ADULT	24.99
Bill	05/22/2022	1JVV-PKQC-...	Shredder	41342 · ADMINISTRATIVE MISC	389.97
Bill	05/23/2022	1L4D-MK1W-...	USB Adapter	41400 · IT EQUIPMENT UPGRADES-S...	80.18
Bill	05/30/2022	1QVH-DL6P-F...	Flashlights	45116 · COVID 19 SUPPLIES	10.22
Bill	06/01/2022	1CTF-4DDR-9...	Misc.	45116 · COVID 19 SUPPLIES	1,572.65
Bill	06/01/2022	1DGC-6NPY-...	Apron/Gloves	45116 · COVID 19 SUPPLIES	90.63
Bill	06/02/2022	1M44-R9Q7-3...	Misc.	42330 · AV MATERIALS-YOUNG ADULT	40.99
Bill	06/06/2022	13TD-JLP3-3...	Notary Stamps	41342 · ADMINISTRATIVE MISC	100.59
Bill	06/08/2022	1F74-HVCM-...	Parking Signs	41342 · ADMINISTRATIVE MISC	39.90
Bill	06/08/2022	1CMY-D611-1...	Carrying Case	42500 · PROCESSING-TECHNICAL S...	15.99
Bill	06/11/2022	1L7C-L6XY-R...	Clean Up Pack	45116 · COVID 19 SUPPLIES	212.55
Total Amazon Capital Services					5,302.92
Anderson Elevator Co.					
Bill	06/01/2022	58282-Y6H6	June	45160 · CONTRACT INSPECTION & M...	175.00
Total Anderson Elevator Co.					175.00
Andy Frain					
Bill	04/30/2022	319642	April	45112 · SECURITY SERVICE	1,929.04
Bill	05/31/2022	321083	May	45112 · SECURITY SERVICE	1,629.19
Total Andy Frain					3,558.23
Background Resources					
Bill	05/31/2022	20824	K. Kenneally	41342 · ADMINISTRATIVE MISC	28.00
Total Background Resources					28.00
Bibliotheca, LLC					
Bill	06/17/2022	US55177	De-Instal for Renovation	45160 · CONTRACT INSPECTION & M...	910.00
Total Bibliotheca, LLC					910.00
Buck Services					
Bill	04/30/2022	56709	April	45110 · JANITORIAL SERVICE	845.00
Bill	05/31/2022	56919	May	45110 · JANITORIAL SERVICE	227.50
Total Buck Services					1,072.50

2:17 PM
06/18/22

West Chicago Public Library District
Bills Total
As of June 18, 2022

Type	Date	Num	Memo	Split	Amount
Cengage Learning					
Bill	05/25/2022	77819350	Books	42120 · BOOKS-ADULT	151.95
Bill	06/07/2022	77923978	Books	42120 · BOOKS-ADULT	30.39
Total Cengage Learning					182.34
City of West Chicago					
Bill	06/01/2022		3/5/22-5/4/22	45340 · UTILITIES-WATER	374.72
Total City of West Chicago					374.72
Comcast					
Bill	06/10/2022		6/29/22-7/28/22	42405 · INTERNET SERVICES	466.78
Total Comcast					466.78
ComEd					
Bill	05/16/2022		4/14/22-5/13/22	45320 · UTILITIES-ELECTRIC	2,062.26
Bill	06/15/2022		5/13/22-6/14/22	45320 · UTILITIES-ELECTRIC	1,224.85
Total ComEd					3,287.11
De Lage Landen Financial					
Bill	05/30/2022	76525791	6/1/22-6/30/22	41336 · OFFICE EQUIPMENT	1,626.54
Total De Lage Landen Financial					1,626.54
Demco					
Bill	05/18/2022	7130000	Book Covers/Tape	42500 · PROCESSING-TECHNICAL S...	1,416.40
Total Demco					1,416.40
Discount School Supply					
Bill	05/14/2022	41328570001	Butcher Roll	41334 · OFFICE SUPPLIES GENERAL	80.49
Total Discount School Supply					80.49
Efficiency Reporting					
Bill	04/26/2022	19205er	4/25/22	45605 · PROF SERVICES-SECRETARI...	270.75
Total Efficiency Reporting					270.75
First Security Systems, Inc.					
Bill	05/31/2022	92475	Quarterly Billing	45160 · CONTRACT INSPECTION & M...	694.75
Total First Security Systems, Inc.					694.75
Flood Brothers					
Bill	06/07/2022	6173363	June	45350 · UTILITIES-TRASH	53.56
Total Flood Brothers					53.56
Gabriel Cardenas					
Bill	05/12/2022		Book Delivery 5/12/22	41320 · TRAVEL	9.42
Bill	05/26/2022		Book Delivery 5/26/22	41320 · TRAVEL	9.42
Total Gabriel Cardenas					18.84
Gehrke Technology Group					
Bill	06/13/2022	2221762	June	45150 · HVAC R & M	125.00
Total Gehrke Technology Group					125.00
Governmental Accounting, Inc.					
Bill	06/01/2022	59217	June	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.					1,575.00
Image Systems & Business Solutions					
Bill	05/13/2022	359043	5/17/22-8/16/22	41336 · OFFICE EQUIPMENT	464.69
Total Image Systems & Business Solutions					464.69

2:17 PM
06/18/22

West Chicago Public Library District
Bills Total
As of June 18, 2022

Type	Date	Num	Memo	Split	Amount
Ingram Library Services					
Credit	05/12/2022	59498322	Books	42120 · BOOKS-ADULT	-15.97
Bill	05/02/2022	59284145	Books	-SPLIT-	312.85
Bill	05/05/2022	59356063	Books	-SPLIT-	331.47
Bill	05/08/2022	59400457	Books	-SPLIT-	224.23
Bill	05/09/2022	59412413	Books	-SPLIT-	422.04
Bill	05/11/2022	59459996	Books	-SPLIT-	423.97
Bill	05/12/2022	59481215	Books	-SPLIT-	296.23
Bill	05/16/2022	59533919	Books	42500 · PROCESSING-TECHNICAL S...	142.50
Bill	05/16/2022	59533918	Books	42130 · BOOKS-YOUNG ADULT	285.71
Bill	05/17/2022	59560342	Books	-SPLIT-	213.76
Bill	05/19/2022	59600442	Books	-SPLIT-	466.31
Bill	05/19/2022	59600443	Books	-SPLIT-	34.56
Bill	05/19/2022	59600444	Books	-SPLIT-	86.23
Bill	05/19/2022	59600445	Books	-SPLIT-	16.07
Bill	05/26/2022	59719116	Books	-SPLIT-	20.01
Bill	05/26/2022	59719115	Books	-SPLIT-	545.82
Total Ingram Library Services					3,805.79
Janway Company					
Bill	05/31/2022	140473	Bags	42500 · PROCESSING-TECHNICAL S...	1,161.19
Total Janway Company					1,161.19
LIMRICC					
Bill	06/06/2022		June	41110 · INS-HEALTH, DENTAL, LIFE, ...	14,813.00
Total LIMRICC					14,813.00
Midwest Mechanical					
Bill	05/26/2022	112129385	Service Call	45150 · HVAC R & M	1,976.98
Bill	06/10/2022		June	45150 · HVAC R & M	897.00
Total Midwest Mechanical					2,873.98
Midwest Sealcoat					
Bill	06/01/2022	22-0494	Sealcoating	45140 · EXTERIOR R & M-OTHER	5,250.00
Total Midwest Sealcoat					5,250.00
Midwest Tape					
Credit	06/02/2022	502194674	AV Materials	42320 · AV MATERIALS-ADULT	-9.99
Bill	05/03/2022	502057035	AV Materials	42120 · BOOKS-ADULT	193.41
Bill	05/03/2022	502057036	AV Materials	42320 · AV MATERIALS-ADULT	45.73
Bill	05/03/2022	502057037	AV Materials	42320 · AV MATERIALS-ADULT	18.39
Bill	05/03/2022	502057039	AV Materials	42320 · AV MATERIALS-ADULT	18.74
Bill	05/03/2022	502057050	AV Materials	42340 · AV MATERIALS-YOUTH	67.46
Bill	05/03/2022	502057051	AV Materials	42320 · AV MATERIALS-ADULT	9.99
Bill	05/03/2022	502057052	AV Materials	42320 · AV MATERIALS-ADULT	29.99
Bill	05/09/2022	502087488	AV Materials	42120 · BOOKS-ADULT	18.74
Bill	05/09/2022	502087489	AV Materials	42320 · AV MATERIALS-ADULT	22.49
Bill	05/09/2022	502089370	AV Materials	42320 · AV MATERIALS-ADULT	24.73
Bill	05/09/2022	502089371	AV Materials	42340 · AV MATERIALS-YOUTH	48.73
Bill	05/09/2022	502089372	AV Materials	42320 · AV MATERIALS-ADULT	394.90
Bill	05/09/2022	502089373	AV Materials	42320 · AV MATERIALS-ADULT	11.99
Bill	05/16/2022	502116438	AV Materials	42320 · AV MATERIALS-ADULT	13.49
Bill	05/16/2022	502116439	AV Materials	42320 · AV MATERIALS-ADULT	159.96
Bill	05/16/2022	502120351	AV Materials	42340 · AV MATERIALS-YOUTH	11.24
Bill	05/16/2022	502120352	AV Materials	42320 · AV MATERIALS-ADULT	250.94
Bill	05/16/2022	502120353	AV Materials	42120 · BOOKS-ADULT	18.74
Bill	05/16/2022	502120354	AV Materials	42320 · AV MATERIALS-ADULT	63.72
Bill	05/23/2022	502150497	AV Materials	42320 · AV MATERIALS-ADULT	184.96
Bill	05/23/2022	502152170	AV Materials	42320 · AV MATERIALS-ADULT	163.96
Bill	05/23/2022	502152173	AV Materials	42320 · AV MATERIALS-ADULT	41.17
Bill	05/23/2022	502150498	AV Materials	42120 · BOOKS-ADULT	18.74
Bill	05/23/2022	502150499	AV Materials	42340 · AV MATERIALS-YOUTH	11.24
Bill	05/23/2022	502152171	AV Materials	42320 · AV MATERIALS-ADULT	166.39
Bill	05/23/2022	502152172	AV Materials	42320 · AV MATERIALS-ADULT	17.24
Bill	05/31/2022	502184114	AV Materials	42340 · AV MATERIALS-YOUTH	151.96
Bill	05/31/2022	502184115	AV Materials	42320 · AV MATERIALS-ADULT	12.79
Bill	05/31/2022	502184117	AV Materials	42320 · AV MATERIALS-ADULT	39.99
Bill	05/31/2022	502184118	AV Materials	42320 · AV MATERIALS-ADULT	34.99
Bill	05/31/2022	502184119	AV Materials	42320 · AV MATERIALS-ADULT	120.67
Bill	05/31/2022	502184930	AV Materials	42120 · BOOKS-ADULT	247.63
Bill	05/31/2022	502184931	AV Materials	42320 · AV MATERIALS-ADULT	9.99
Total Midwest Tape					2,615.11

2:17 PM

06/18/22

West Chicago Public Library District
Bills Total
As of June 18, 2022

Type	Date	Num	Memo	Split	Amount
Morgan Birge & Associates					
Bill	06/01/2022	67465	June	41415 · PHONE SYSTEM	200.00
Total Morgan Birge & Associates					200.00
NCPERS					
Bill	06/10/2022		June	41110 · INS-HEALTH, DENTAL, LIFE, ...	16.00
Total NCPERS					16.00
Nicor					
Bill	06/10/2022		5/5/22-6/5/22	45310 · UTILITIES-GAS	309.03
Total Nicor					309.03
Ollis Book Corporation					
Bill	05/09/2022	248217	Books	42140 · BOOKS-YOUTH	16.99
Bill	05/09/2022	248218	Books	42140 · BOOKS-YOUTH	50.85
Bill	05/09/2022	248219	Books	42140 · BOOKS-YOUTH	203.11
Bill	05/09/2022	248221	Books	42140 · BOOKS-YOUTH	466.05
Total Ollis Book Corporation					737.00
Orkin Pest Control					
Bill	06/15/2022	228826838	June	45155 · GENERAL BLDG SERVICES	82.58
Total Orkin Pest Control					82.58
OverDrive					
Bill	05/10/2022	22153401	Ebooks	42320 · AV MATERIALS-ADULT	1,017.06
Bill	05/11/2022	22156201	Ebooks	42340 · AV MATERIALS-YOUTH	291.39
Bill	05/13/2022	22158123	Ebooks	42120 · BOOKS-ADULT	170.77
Bill	05/31/2022	22175323	Ebooks	42120 · BOOKS-ADULT	25.15
Bill	06/06/2022	22183197	Ebooks	42130 · BOOKS-YOUNG ADULT	34.96
Bill	06/06/2022	22183212	Ebooks	42130 · BOOKS-YOUNG ADULT	15.99
Total OverDrive					1,555.32
Peerless Network					
Bill	06/01/2022	6298	5/1/22-5/31/22	45330 · UTILITIES-TELEPHONE	440.52
Total Peerless Network					440.52
QuestMark Flooring					
Bill	05/31/2022	8400234579	Front Entrance	45165 · INTERIOR R & M-OTHER	4,936.00
Total QuestMark Flooring					4,936.00
Royal Publishing					
Bill	05/18/2022	8053646	Ad	44210 · MARKETING	135.00
Total Royal Publishing					135.00
Signarama					
Bill	05/27/2022	3038	Signs	44210 · MARKETING	576.06
Total Signarama					576.06
Sikich LLP					
Bill	05/17/2022	N443168	7/13/22-7/12/23	41425 · WARRANTIES/EXTENDED CA...	1,985.00
Bill	05/19/2022	N444197	8/1/22-7/31/23	41410 · SOFTWARE STAFF	157.08
Bill	05/23/2022	I443927	June	41420 · TECHNOLOGY MANAGEMENT	536.00
Bill	05/25/2022	MS443840	June	41420 · TECHNOLOGY MANAGEMENT	4,638.90
Bill	06/06/2022	I445351	Remote Support	42445 · IT EQUIPMENT/UPGRADES-P...	46.00
Total Sikich LLP					7,362.98
Uline					
Bill	05/27/2022	149504921	Utility Cart	45116 · COVID 19 SUPPLIES	650.50
Total Uline					650.50
Unique Management Services					
Bill	06/01/2022	6101205	May Placements	41346 · MATERIALS & RESOURCE R...	59.10
Total Unique Management Services					59.10
Verizon					
Bill	06/01/2022	9907698150	5/1/22-5/30/22	45330 · UTILITIES-TELEPHONE	611.38
Total Verizon					611.38

2:17 PM
06/18/22

West Chicago Public Library District
Bills Total
As of June 18, 2022

Type	Date	Num	Memo	Split	Amount
<hr/>					
Xtreme Environmental Solutions					
Bill	06/13/2022	89-WCL	June	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions					25.00
TOTAL					71,062.48

West Chicago Public Library District
Bills Total (Credit Card)
As of June 16, 2022

	Type	Date	Num	Memo	Open Balance
Adobe Inc.					
	Credit Card Charge	05/14/2022		Creative Cloud	31.86
	Credit Card Charge	05/14/2022		Creative Cloud	31.86
	Credit Card Charge	05/18/2022		Acrobat Pro DC	13.80
Total Adobe Inc.					<u>77.52</u>
Chicago Tribune					
	Credit Card Charge	05/04/2022		Subscription	71.92
Total Chicago Tribune					<u>71.92</u>
Cosley Zoo					
	Credit Card Charge	05/05/2022		Program	315.00
Total Cosley Zoo					<u>315.00</u>
Dollar Tree Store					
	Credit Card Charge	05/09/2022		Misc.	63.75
Total Dollar Tree Store					<u>63.75</u>
GoDaddy					
	Credit Card Charge	06/01/2022		7/12/22-7/11/23	449.99
Total GoDaddy					<u>449.99</u>
Oriental Trading Company					
	Credit Card Charge	05/03/2022		Pine Tree Standups	99.98
Total Oriental Trading Company					<u>99.98</u>
Roman Endeavors					
	Credit Card Charge	05/20/2022		Notary Training	198.90
	Credit Card Charge	05/20/2022		Notary Training	198.90
	Credit Card Charge	05/23/2022		Notary Training	84.16
Total Roman Endeavors					<u>481.96</u>
Sierra					
	Credit Card Charge	05/28/2022		Flow Straw	161.89
Total Sierra					<u>161.89</u>
The Condolences Shop					
	Credit Card Charge	05/12/2022		Flowers for M. Zarate	159.22
Total The Condolences Shop					<u>159.22</u>
US Postal Service					
	Credit Card Charge	05/20/2022		ILL	6.63
Total US Postal Service					<u>6.63</u>
Walmart					
	Credit Card Charge	05/09/2022		Misc.	40.21
Total Walmart					<u>40.21</u>
TOTAL					<u><u>1,928.07</u></u>

1:09 PM

06/18/22

Accrual Basis

West Chicago Public Library District
Bills List - Petty Cash Acct #0874
June 2022

Type	Date	Num	Name	Memo	Split	Amount
Cantigny Check	06/07/2022	5050	Cantigny	Staff Outing	41344 - SUPPLIES-FOOD	499.75
Total Cantigny						499.75
TOTAL						499.75

2:15 PM

06/18/22

West Chicago Public Library District
Bill List - Check Detail #6031
As of May 31, 2022

Type	Date	Num	Memo	Split	Amount
AFLAC Ins.					
Check	05/05/2022	BP050522	Apr. contributions	41110 · INS-HEALTH, DEN...	-25.20
Total AFLAC Ins.					-25.20
Employee Benefits Corporation					
Check	05/20/2022	BP052022	Claims Funding	41110 · INS-HEALTH, DEN...	-357.24
Check	05/31/2022	BP053122	May Fee Invoicing - 220531	41110 · INS-HEALTH, DEN...	-95.75
Total Employee Benefits Corporation					-452.99
IMRF					
Check	05/09/2022	BP050922	Apr. 2022 Payroll	21040 · IMRF	-21,595.48
Total IMRF					-21,595.48
TOTAL					-22,073.67

Financial Report

For the 11 Month(s) Ended May 31, 2022
FISCAL YEAR 2022



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 11 Month(s) Ended May 31, 2022

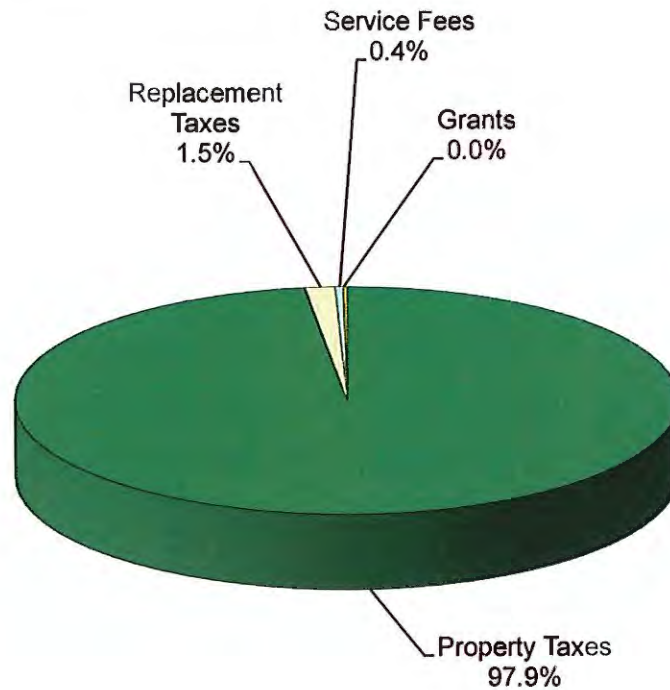
92% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,375,485	2,380,317	100%
Interest	1,389	1,000	139%
Replacement Taxes	35,216	35,000	101%
Service Fees	9,090	5,500	165%
Other Revenue (Program Rental)	-	-	0%
Grants	-	37,405	0%
Miscellaneous	4,243	3,100	137%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	2,425,424	2,462,322	99%
Budgeted Revenues	2,462,322		
% Diff	99%		
OPERATING EXPENDITURES			
Personnel	1,259,300	1,514,720	83%
IMRF	116,986	133,347	88%
Administrative	59,975	75,320	80%
Admin Technology	118,347	112,403	105%
Library Materials - Books	113,768	124,190	92%
Library Materials - Periodicals	8,441	13,000	65%
Library Materials - Audio & Visual	29,280	38,000	77%
Library Material - Maintenance	8,342	12,800	65%
Technology Services	58,563	74,180	79%
Programs	32,125	28,800	112%
Marketing & Promotion	22,136	31,000	71%
Facilities & Operations	145,556	173,450	84%
Utilities	38,109	45,900	83%
Professional Services	66,550	80,312	83%
Board Expenses	3,116	4,900	64%
Actual Expenditures	2,080,595	2,462,322	84%
Budgeted Expenditures	2,462,322		
% Diff	84%		
SURPLUS / (DEFICIT) FROM OPERATIONS	344,829	-	n/a
BEGINNING FUND BALANCE	1,012,875		
ENDING FUND BALANCE	1,357,704		

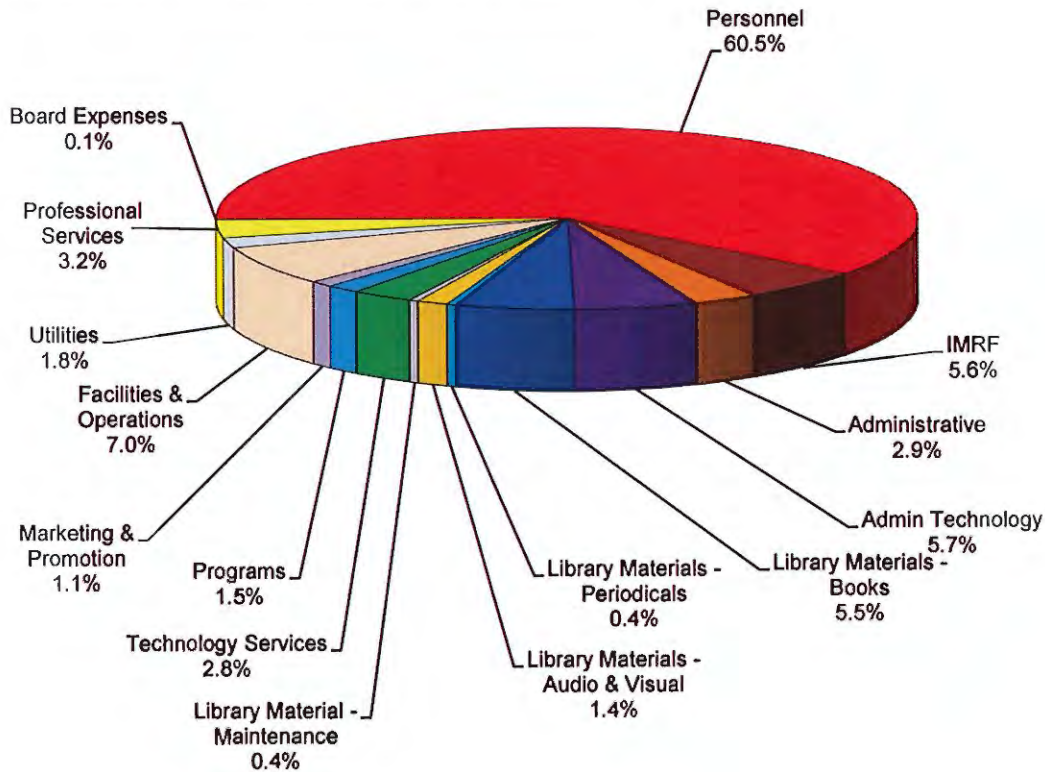
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 11 Month(s) Ended May 31, 2022

Revenue Distribution

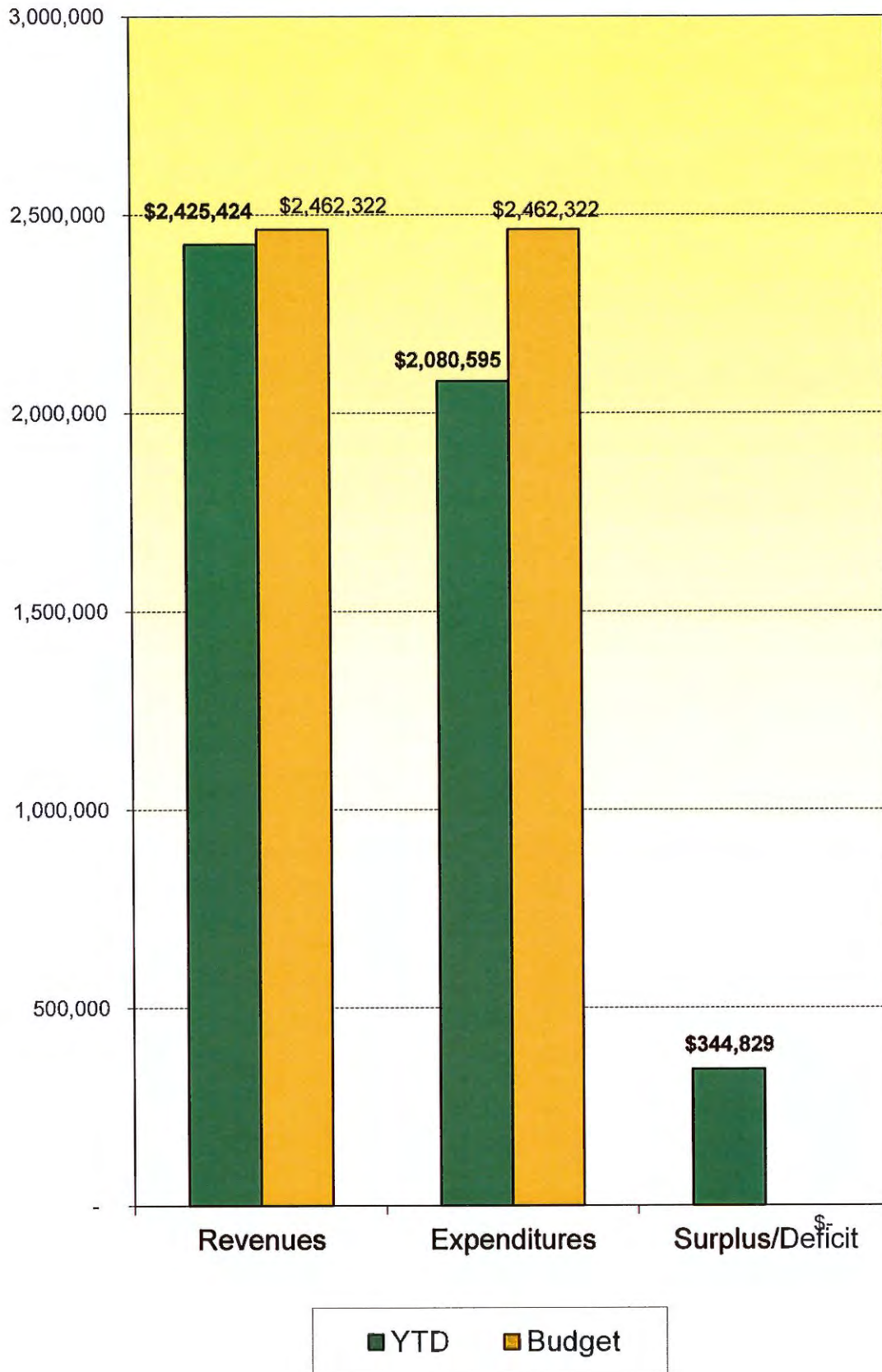


Operational Expenditure Distribution



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 11 Month(s) Ended May 31, 2022



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 11 Month(s) Ended May 31, 2022

92% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
1 Property Taxes	2,243,375	132,111	-	2,375,485	2,380,317	100%
2 Interest	1,336	-	52	1,389	1,000	139%
3 Replacement Taxes	35,216	-	-	35,216	35,000	101%
4 Service Fees	9,090	-	-	9,090	5,500	165%
5 Other Revenue (Program Rental)	-	-	-	-	-	0%
6 Grants	-	-	-	-	37,405	0%
7 Miscellaneous	4,243	-	-	4,243	3,100	137%
8 Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
9 Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,293,261	132,111	52	2,425,424	2,462,322	99%
Budgeted Revenues	2,328,975	133,347	-	2,462,322		
% Diff	98%	99%	n/a	99%		
OPERATING EXPENDITURES						
1 Personnel	1,259,300	-	-	1,259,300	1,514,720	83%
19 IMRF	-	116,986	-	116,986	133,347	88%
2 Administrative	59,975	-	-	59,975	75,320	80%
3 Admin Technology	118,347	-	-	118,347	112,403	105%
4 Library Materials - Books	113,768	-	-	113,768	124,190	92%
5 Library Materials - Periodicals	8,441	-	-	8,441	13,000	65%
6 Library Materials - Audio & Visual	29,280	-	-	29,280	38,000	77%
8 Library Material - Maintenance	8,342	-	-	8,342	12,800	65%
7 Technology Services	58,563	-	-	58,563	74,180	79%
9 Programs	32,125	-	-	32,125	28,800	112%
10 Marketing & Promotion	22,136	-	-	22,136	31,000	71%
11 Facilities & Operations	145,556	-	-	145,556	173,450	84%
12 Utilities	38,109	-	-	38,109	45,900	83%
13 Professional Services	66,550	-	-	66,550	80,312	83%
14 Board Expenses	3,116	-	-	3,116	4,900	64%
Actual Expenditures	1,963,608	116,986	-	2,080,595	2,462,322	84%
Budgeted Expenditures	2,328,975	133,347	-	2,462,322		
% Diff	84%	88%	n/a	84%		
TOTAL SURPLUS / (DEFICIT)						
	General	IMRF	Special Reserve	Total Actual	Total Budget	
	329,652	15,124	52	344,829	-	
BEGINNING FUND BALANCE	887,175	3,347	122,353	1,012,875	1,012,875	
ENDING FUND BALANCE	1,216,827	18,471	122,405	1,357,704	1,012,875	
Fund Balance as % of Total Expenditures	62%	16%	0%	65%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
May 31, 2022

DONT DELETE

		Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues										
1	30010 • PROPERTY TAXES	0.00	198,359.75	2,243,374.55	132,110.77	0.00	2,375,485.32	2,380,317.00	-4,831.68	99.8%
3	32010 • PERS PROPERTY REPLACEMENT TAX	0.00	2,916.67	35,216.18	0.00	0.00	35,216.18	35,000.00	216.18	100.62%
2	33000 • INTEREST INCOME	623.80	83.33	1,336.40	0.00	0.00	1,336.40	1,000.00	336.40	133.64%
2	33040 • INTEREST-IL FUND BLDG CONST	22.03	0.00	0.00	0.00	52.11	52.11	0.00	52.11	100.0%
4	35100 • FINES	202.84	250.00	2,136.07	0.00	0.00	2,136.07	3,000.00	-863.93	71.2%
4	35150 • PHOTOCOPY/MICROFORM/COPY/FAX	414.27	208.33	4,008.38	0.00	0.00	4,008.38	2,500.00	1,508.38	160.34%
4	35510 • LOST AND PAID MATERIALS	82.93	0.00	1,598.26	0.00	0.00	1,598.26	0.00	1,598.26	100.0%
4	35710 • NON RESIDENT FEES	246.75	0.00	1,347.59	0.00	0.00	1,347.59	0.00	1,347.59	100.0%
4	35810 • BOOK SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7	36030 • MEMORIALS AND DONATIONS	0.00	0.00	326.00	0.00	0.00	326.00	0.00	326.00	100.0%
7	36035 • DONATIONS-SUMMER READING	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.0%
7	36045 • DEVELOPER DONATIONS	0.00	8.33	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6	38010 • PER CAPITA GRANT	0.00	3,117.08	0.00	0.00	0.00	0.00	37,405.00	-37,405.00	0.0%
6	38020 • OTHER GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6	38022 • FAMILY LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7	39010 • OTHER INCOME	0.00	250.00	2,917.26	0.00	0.00	2,917.26	3,000.00	-82.74	97.24%
5	39015 • PROGRAM ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
5	39016 • PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8	39100 • DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9	39200 • TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Revenues		1,592.62	205,193.50	2,293,260.69	132,110.77	52.11	2,425,423.57	2,462,322.00	-36,898.43	98.5%
Expenditures										
10Exp - Expense										
1E • PERSONNEL										
	41100 • SALARIES	92,623.02	103,332.58	1,043,389.85	0.00	0.00	1,043,389.85	1,239,991.00	-196,601.15	84.15%
	41110 • INS-HEALTH, DENTAL, LIFE, FSA	13,435.94	14,875.00	135,130.39	0.00	0.00	135,130.39	178,500.00	-43,369.61	75.7%
	41120 • FICA EXPENSE	6,883.36	7,583.33	77,135.77	0.00	0.00	77,135.77	91,000.00	-13,864.23	84.77%
	41130 • UNEMPLOYMENT COMPENSATION	0.00	250.00	1,415.12	0.00	0.00	1,415.12	3,000.00	-1,584.88	47.17%
	41140 • WORKERS COMPENSATION	0.00	185.75	2,229.00	0.00	0.00	2,229.00	2,229.00	0.00	100.0%
1	Subtotal	112,942.32	126,226.67	1,259,300.13	0.00	0.00	1,259,300.13	1,514,720.00	-255,419.87	83.14%
2E • ADMINISTRATIVE EXPENSES										
	41310 • PROFESSIONAL DEVELOPMENT	481.96	1,216.67	7,525.55	0.00	0.00	7,525.55	14,600.00	-7,074.45	51.55%
	41320 • TRAVEL	18.84	225.00	51.65	0.00	0.00	51.65	2,700.00	-2,648.35	1.91%
	41330 • ASSOCIATION DUES	1,135.00	483.33	5,353.00	0.00	0.00	5,353.00	5,800.00	-447.00	92.29%
	41332 • PAYROLL PROCESSING	530.70	458.33	5,811.08	0.00	0.00	5,811.08	5,500.00	311.08	105.66%
	41334 • OFFICE SUPPLIES GENERAL	207.91	405.83	4,456.17	0.00	0.00	4,456.17	4,870.00	-413.83	91.5%
	41336 • OFFICE EQUIPMENT	2,091.23	1,929.17	21,550.49	0.00	0.00	21,550.49	23,150.00	-1,599.51	93.09%
	41338 • POSTAGE	6.63	650.00	6,899.59	0.00	0.00	6,899.59	7,800.00	-900.41	88.46%
	41342 • ADMINISTRATIVE MISC	839.08	150.00	1,760.54	0.00	0.00	1,760.54	1,800.00	-39.46	97.81%
	41344 • SUPPLIES-FOOD	0.00	250.00	371.54	0.00	0.00	371.54	3,000.00	-2,628.46	12.39%
	41346 • MATERIALS & RESOURCE RECOVERY	29.55	133.33	1,067.75	0.00	0.00	1,067.75	1,600.00	-532.25	66.73%
	41348 • CIRCULATION SERVICES SUPPLIES	0.00	375.00	5,127.32	0.00	0.00	5,127.32	4,500.00	627.32	113.94%
2	Subtotal	5,340.90	6,276.67	59,974.68	0.00	0.00	59,974.68	75,320.00	-15,345.32	79.63%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
May 31, 2022

DON'T DELETE

		Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E	ADMINISTRATIVE TECHNOLOGY EXPEN									
	41400 · IT EQUIPMENT UPGRADES-STAFF	80.18	2,849.17	36,925.82	0.00	0.00	36,925.82	34,190.00	2,735.82	108.0%
	41410 · SOFTWARE STAFF	234.60	479.00	2,552.67	0.00	0.00	2,552.67	5,748.00	-3,195.33	44.41%
	41415 · PHONE SYSTEM	120.00	120.00	1,320.00	0.00	0.00	1,320.00	1,440.00	-120.00	91.67%
	41420 · TECHNOLOGY MANAGEMENT	5,174.90	5,005.00	60,931.50	0.00	0.00	60,931.50	60,060.00	871.50	101.45%
	41425 · WARRANTIES/EXTENDED CARE	1,985.00	913.75	16,617.12	0.00	0.00	16,617.12	10,965.00	5,652.12	151.55%
3	Subtotal	7,594.68	9,366.92	118,347.11	0.00	0.00	118,347.11	112,403.00	5,944.11	105.29%
4E	LIBRARY MATERIALS-BOOKS									
	42112 · REFERENCE-ELECTRONIC	0.00	3,735.00	44,734.32	0.00	0.00	44,734.32	44,820.00	-85.68	99.81%
	42120 · BOOKS-ADULT	3,512.52	4,000.00	41,535.88	0.00	0.00	41,535.88	48,000.00	-6,464.12	86.53%
	42122 · BOOKS-LITERACY	93.24	30.83	196.49	0.00	0.00	196.49	370.00	-173.51	53.11%
	42130 · BOOKS-YOUNG ADULT	622.21	500.00	3,690.54	0.00	0.00	3,690.54	6,000.00	-2,309.46	61.51%
	42140 · BOOKS-YOUTH	1,107.21	2,000.00	22,576.96	0.00	0.00	22,576.96	24,000.00	-1,423.04	94.07%
	42170 · RBP/ILL BOOK REPLACEMENT	0.00	83.33	1,033.62	0.00	0.00	1,033.62	1,000.00	33.62	103.36%
4	Subtotal	5,335.18	10,349.17	113,767.81	0.00	0.00	113,767.81	124,190.00	-10,422.19	91.61%
5E	LIBRARY MATERIALS-PERIODICALS									
	42210 · PERIODICALS	71.92	1,083.33	8,441.22	0.00	0.00	8,441.22	13,000.00	-4,558.78	64.93%
5	Subtotal	71.92	1,083.33	8,441.22	0.00	0.00	8,441.22	13,000.00	-4,558.78	64.93%
6E	LIBRARY MATERIALS-AUDIO VISUAL									
	42320 · AV MATERIALS-ADULT	3,232.13	2,291.67	22,784.62	0.00	0.00	22,784.62	27,500.00	-4,715.38	82.85%
	42330 · AV MATERIALS-YOUNG ADULT	1,217.90	250.00	2,359.38	0.00	0.00	2,359.38	3,000.00	-640.62	78.65%
	42340 · AV MATERIALS-YOUTH	1,648.32	625.00	4,136.35	0.00	0.00	4,136.35	7,500.00	-3,363.65	55.15%
6	Subtotal	6,098.35	3,166.67	29,280.35	0.00	0.00	29,280.35	38,000.00	-4,004.27	77.05%
7E	TECHNOLOGY SERVICES									
	42400 · LIBRARY CONSORTIUM	0.00	2,798.58	34,007.72	0.00	0.00	34,007.72	33,583.00	424.72	101.27%
	42405 · INTERNET SERVICES	466.78	1,076.25	5,274.60	0.00	0.00	5,274.60	12,915.00	-7,640.40	40.84%
	42420 · SOFTWARE PUBLIC	0.00	684.67	6,063.80	0.00	0.00	6,063.80	8,216.00	-2,152.20	73.81%
	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	0.00	1,622.17	13,216.66	0.00	0.00	13,216.66	19,466.00	-6,249.34	67.9%
7	Subtotal	466.78	6,181.67	58,562.78	0.00	0.00	58,562.78	74,180.00	-8,401.54	78.95%
8E	LIBRARY MATERIAL MAINTENANCE									
	42500 · PROCESSING-TECHNICAL SERVICES	4,876.02	1,044.50	8,147.02	0.00	0.00	8,147.02	12,534.00	-4,386.98	65.0%
	42510 · CATALOGING TOOL	0.00	22.17	195.33	0.00	0.00	195.33	266.00	-70.67	73.43%
	42515 · DIGITALIZATION PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8	Subtotal	4,876.02	1,066.67	8,342.35	0.00	0.00	8,342.35	12,800.00	-4,386.98	65.18%
9E	PROGRAMS									
	44120 · PROGRAMS-ADULT	169.99	533.33	6,356.86	0.00	0.00	6,356.86	6,400.00	-43.14	99.33%
	44130 · PROGRAMS-YOUNG ADULT	89.09	458.33	5,026.61	0.00	0.00	5,026.61	5,500.00	-473.39	91.39%
	44135 · PROGRAMS-SUMMER READING	0.00	491.67	5,293.73	0.00	0.00	5,293.73	5,900.00	-606.27	89.72%
	44140 · PROGRAMS-YOUTH	581.33	750.00	8,266.30	0.00	0.00	8,266.30	9,000.00	-733.70	91.85%
	44145 · EVENTS AND OUTREACH	315.00	166.67	7,181.85	0.00	0.00	7,181.85	2,000.00	5,181.85	359.09%
9	Subtotal	1,155.41	2,400.00	32,125.35	0.00	0.00	32,125.35	28,800.00	4,448.15	111.55%
10E	MARKETING & PROMOTIONS									
	44210 · MARKETING	711.06	613.83	4,090.18	0.00	0.00	4,090.18	7,366.00	-3,275.82	55.53%
	44215 · WEBSITE	0.00	420.83	854.88	0.00	0.00	854.88	5,050.00	-4,195.12	16.93%
	44220 · PROMO MATERIALS-ADULT	0.00	83.33	980.48	0.00	0.00	980.48	1,000.00	-19.52	98.05%
	44240 · PROMO MATERIALS-YOUTH	0.00	133.33	1,336.00	0.00	0.00	1,336.00	1,600.00	-264.00	83.5%
	44245 · PROGRAM GUIDE	2,829.43	1,300.00	14,490.94	0.00	0.00	14,490.94	15,600.00	-1,109.06	92.89%
	44250 · SURVEYS	0.00	32.00	384.00	0.00	0.00	384.00	384.00	0.00	100.0%
10	Subtotal	3,540.49	2,583.33	22,136.48	0.00	0.00	22,136.48	31,000.00	-8,863.52	71.41%

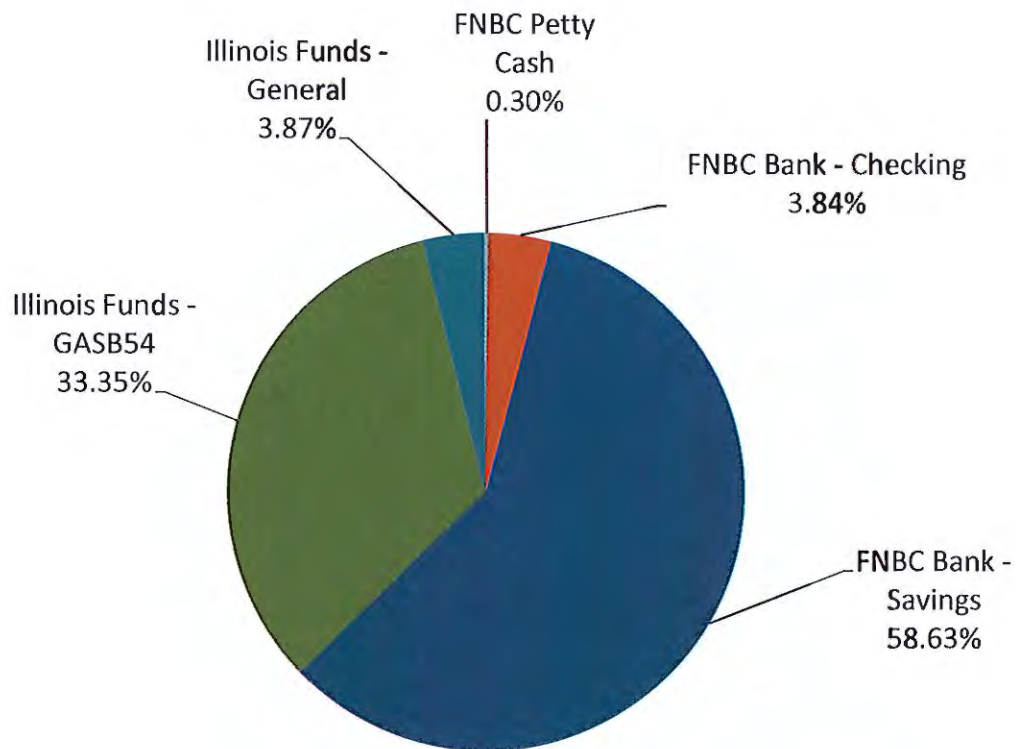
WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
May 31, 2022

DONT DELETE

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E - FACILITIES & OPERATIONS									
45110 - JANITORIAL SERVICE	1,072.50	1,333.33	7,052.50	0.00	0.00	7,052.50	16,000.00	-8,947.50	44.08%
45112 - SECURITY SERVICE	3,558.23	1,791.67	27,011.48	0.00	0.00	27,011.48	21,500.00	5,511.48	125.64%
45115 - JANITORIAL SUPPLIES	1,026.88	500.00	4,818.60	0.00	0.00	4,818.60	6,000.00	-1,181.40	80.31%
45116 - COVID 19 SUPPLIES	694.59	1,064.58	1,338.37	0.00	0.00	1,338.37	12,775.00	-11,436.63	10.48%
45117 - SECURITY CAMERAS	0.00	414.58	0.00	0.00	0.00	0.00	4,975.00	-4,975.00	0.0%
45120 - SNOW REMOVAL	0.00	3,000.00	22,757.00	0.00	0.00	22,757.00	36,000.00	-13,243.00	63.21%
45130 - EXTERIOR LANDSCAPING	475.00	670.83	11,725.00	0.00	0.00	11,725.00	8,050.00	3,675.00	145.65%
45140 - EXTERIOR R & M-OTHER	0.00	1,170.83	14,181.06	0.00	0.00	14,181.06	14,050.00	131.06	100.93%
45150 - HVAC R & M	2,998.98	2,083.33	19,841.66	0.00	0.00	19,841.66	25,000.00	-5,158.34	79.37%
45155 - GENERAL BLDG SERVICES	0.00	125.00	1,210.69	0.00	0.00	1,210.69	1,500.00	-289.31	80.71%
45160 - CONTRACT INSPECTION & MAINTENAN	2,430.25	1,166.67	21,150.78	0.00	0.00	21,150.78	14,000.00	7,150.78	151.08%
45165 - INTERIOR R & M-OTHER	4,936.00	1,133.33	14,468.57	0.00	0.00	14,468.57	13,600.00	868.57	106.39%
Subtotal	17,192.43	14,454.17	145,555.71	0.00	0.00	145,555.71	173,450.00	-27,894.29	83.92%
12E - UTILITIES									
45310 - UTILITIES-GAS	834.94	600.00	6,885.26	0.00	0.00	6,885.26	7,200.00	-314.74	95.63%
45320 - UTILITIES-ELECTRIC	2,062.26	1,833.33	17,753.06	0.00	0.00	17,753.06	22,000.00	-4,246.94	80.7%
45330 - UTILITIES-TELEPHONE	525.32	1,000.00	10,132.41	0.00	0.00	10,132.41	12,000.00	-1,867.59	84.44%
45340 - UTILITIES-WATER	0.00	300.00	2,474.14	0.00	0.00	2,474.14	3,600.00	-1,125.86	68.73%
45350 - UTILITIES-TRASH	78.56	91.67	864.16	0.00	0.00	864.16	1,100.00	-235.84	78.56%
Subtotal	3,501.08	3,825.00	38,109.03	0.00	0.00	38,109.03	45,900.00	-7,790.97	83.03%
13E - PROFESSIONAL SERVICES									
45500 - INSURANCE	0.00	1,401.92	16,285.00	0.00	0.00	16,285.00	16,823.00	-538.00	96.8%
45505 - AUDIT	4,681.00	1,354.42	16,253.00	0.00	0.00	16,253.00	16,253.00	0.00	100.0%
45510 - LEGAL	0.00	1,000.00	5,131.50	0.00	0.00	5,131.50	12,000.00	-6,868.50	42.76%
45515 - PROFESSIONAL SERVICES	0.00	1,186.33	12,300.00	0.00	0.00	12,300.00	14,236.00	-1,936.00	86.4%
45520 - ACCOUNTING	1,575.00	1,750.00	16,580.00	0.00	0.00	16,580.00	21,000.00	-4,420.00	78.95%
Subtotal	6,256.00	6,692.67	66,549.50	0.00	0.00	66,549.50	80,312.00	-13,762.50	82.86%
14E - LIBRARY BOARD EXPENSES									
45600 - CONFERENCE & TRAINING-BOARD	0.00	50.00	0.00	0.00	0.00	0.00	600.00	-600.00	0.0%
45605 - PROF SERVICES-SECRETARIAL	270.75	275.00	2,436.75	0.00	0.00	2,436.75	3,300.00	-863.25	73.84%
45610 - LEGAL NOTICES AND ADS	0.00	83.33	679.08	0.00	0.00	679.08	1,000.00	-320.92	67.91%
Subtotal	270.75	408.33	3,115.83	0.00	0.00	3,115.83	4,900.00	-1,784.17	63.59%
15E - CAPITAL EQUIPMENT									
46500 - CAPTIAL EQUIPMENT & BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
46510 - CAPITAL PROJECTS-INTERIOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
16E - GRANT EXPENSES									
49600 - GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
49605 - GRANT EXP FAMILY LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
19E - IMRF EXPENSES									
92500 - IMRF EXPENSE	9,381.86	11,112.25	0.00	116,986.32	0.00	116,986.32	133,347.00	-16,360.68	87.73%
Subtotal	9,381.86	11,112.25	0.00	116,986.32	0.00	116,986.32	133,347.00	-16,360.68	87.73%
70E - SPECIAL RESERVE EXPENDITURES									
70000 - HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
90E - TRANSFERS OUT									
90000 - TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expenditures	184,024.17	205,193.50	1,963,608.33	116,986.32	0.00	2,080,594.65	2,462,322.00	-381,727.35	84.5%
Net Income	-182,431.55	0.00	329,652.36	15,124.45	52.11	344,828.92	0.00	344,828.92	100.00%

**West Chicago Public Library District
Investments
May 31, 2022**

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	5,001
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.09%	64,438
FNBC Bank - Savings	#0317	MM	0.09%	984,081
Illinois Funds - GASB54	#6950	MM	Various	559,738
Illinois Funds - General	#5519	MM	Various	64,982
Total				\$ 1,678,400



West Chicago Public Library District

Financial Analysis

For the 11 Month(s) Ended May 31, 2022



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

92% of Budget Year

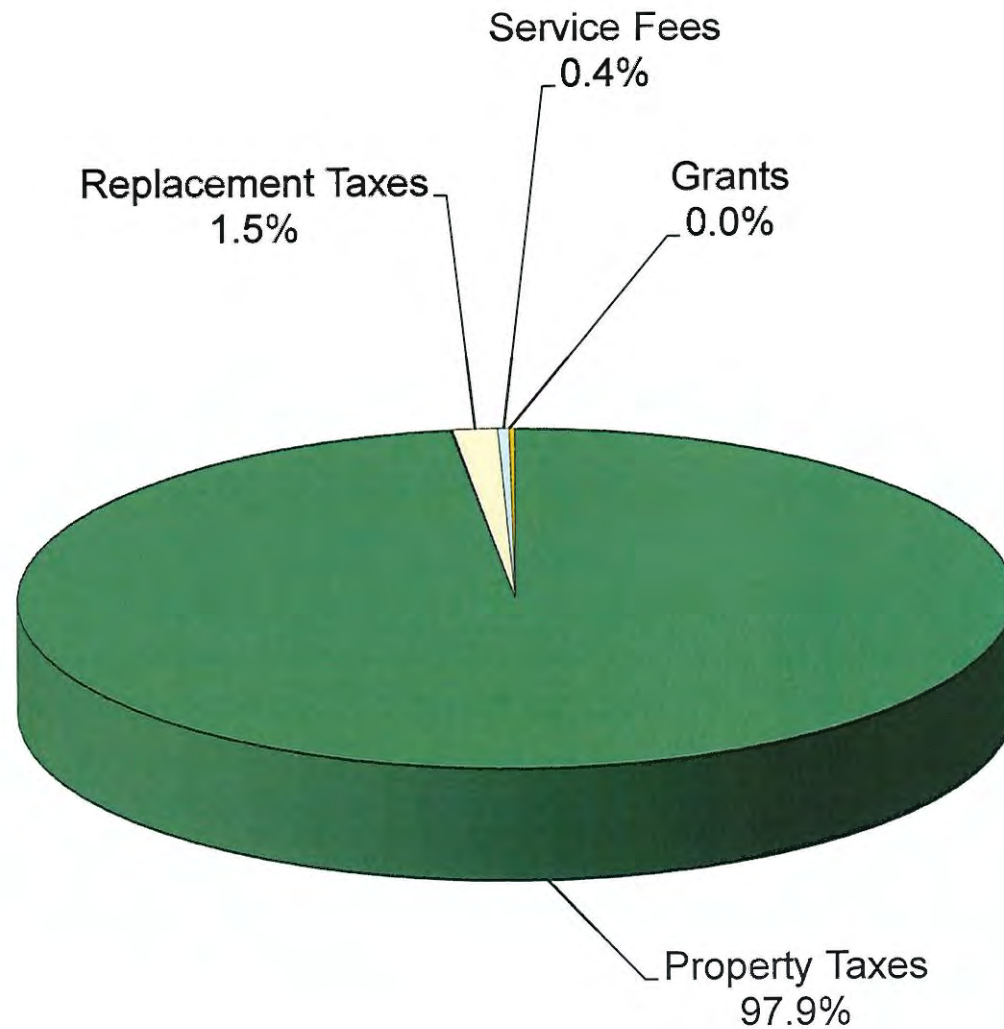
- 99% of Total Budget
- Property Taxes
 - Collected \$2,375,485 or 100% of Budgeted Property Taxes (1st and 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$35,216 or 101% of Budget
- Service Fees
 - Collected \$9,090 or 165% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget
Property Taxes	2,375,485	2,380,317	100%
Interest	1,389	1,000	139%
Replacement Taxes	35,216	35,000	101%
Service Fees	9,090	5,500	165%
Other Revenue (Program Rental)	-	-	n/a
Grants	-	37,405	0%
Miscellaneous	4,243	3,100	137%
Debt Proceeds / Sale of Asset	-	-	n/a
Transfer-In	-	-	n/a
Actual Revenues	2,425,424	2,462,322	99%
Budgeted Revenues	2,462,322		
% Diff	99%		

Revenues

Revenue Distribution



Expenditure Highlights

92% of Budget Year

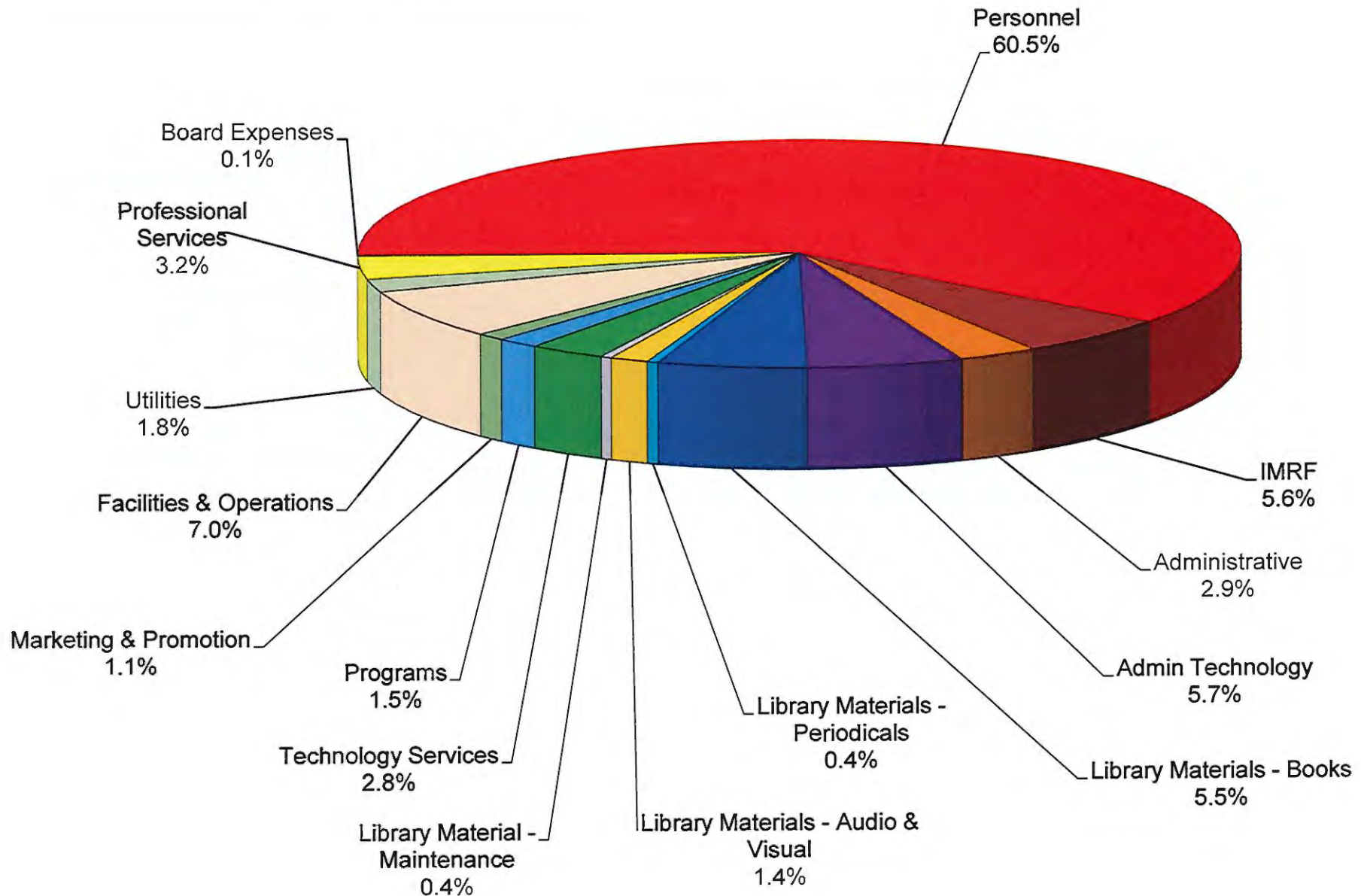
- 84% of Total Budget
- Operating Expenditures
 - 84% of Budget
- Admin. Technology
 - 105% of Budget
 - Sikich Workstation Refresh for \$10,199
 - Received \$24,125 refund from Sikich for returns & items not received yet
 - Sikich In-house/Remote Support & New Laptops for \$19,646
- Library Materials - Books
 - 92% of Budget
 - Electronic Reference Annual Subscription \$28,886
- Professional Services
 - 83% of Budget
 - Sikich Audit for \$11,572
- Facilities Maintenance
 - 84% of Budget
 - Lighting Final Payment for \$11,931
 - CCTV Maint. for \$4,975

Expenditures

Account Description	Total Actual	Total Budget	% of Budget
<i>OPERATING EXPENDITURES</i>			
Personnel	1,259,300	1,514,720	83%
IMRF	116,986	133,347	88%
Administrative	59,975	75,320	80%
Admin Technology	118,347	112,403	105%
Library Materials - Books	113,768	124,190	92%
Library Materials - Periodicals	8,441	13,000	65%
Library Materials - Audio & Visual	29,280	38,000	77%
Library Material - Maintenance	58,563	74,180	79%
Technology Services	8,342	12,800	65%
Programs	32,125	28,800	112%
Marketing & Promotion	22,136	31,000	71%
Facilities & Operations	145,556	173,450	84%
Utilities	38,109	45,900	83%
Professional Services	66,550	80,312	83%
Board Expenses	3,116	4,900	64%
Actual Expenditures	2,080,595	2,462,322	84%
Budgeted Expenditures	2,462,322		
% Diff	84%		

Expenditures

Operational Expenditure Distribution



Revenue, Expenditure & Fund Balance

For the 11 Month(s) Ended May 31, 2022

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	329,652	15,124	52	344,829	-
BEGINNING FUND BALANCE	887,175	3,347	122,353	1,012,875	1,012,875
ENDING FUND BALANCE	1,216,827	18,471	122,405	1,357,704	1,012,875

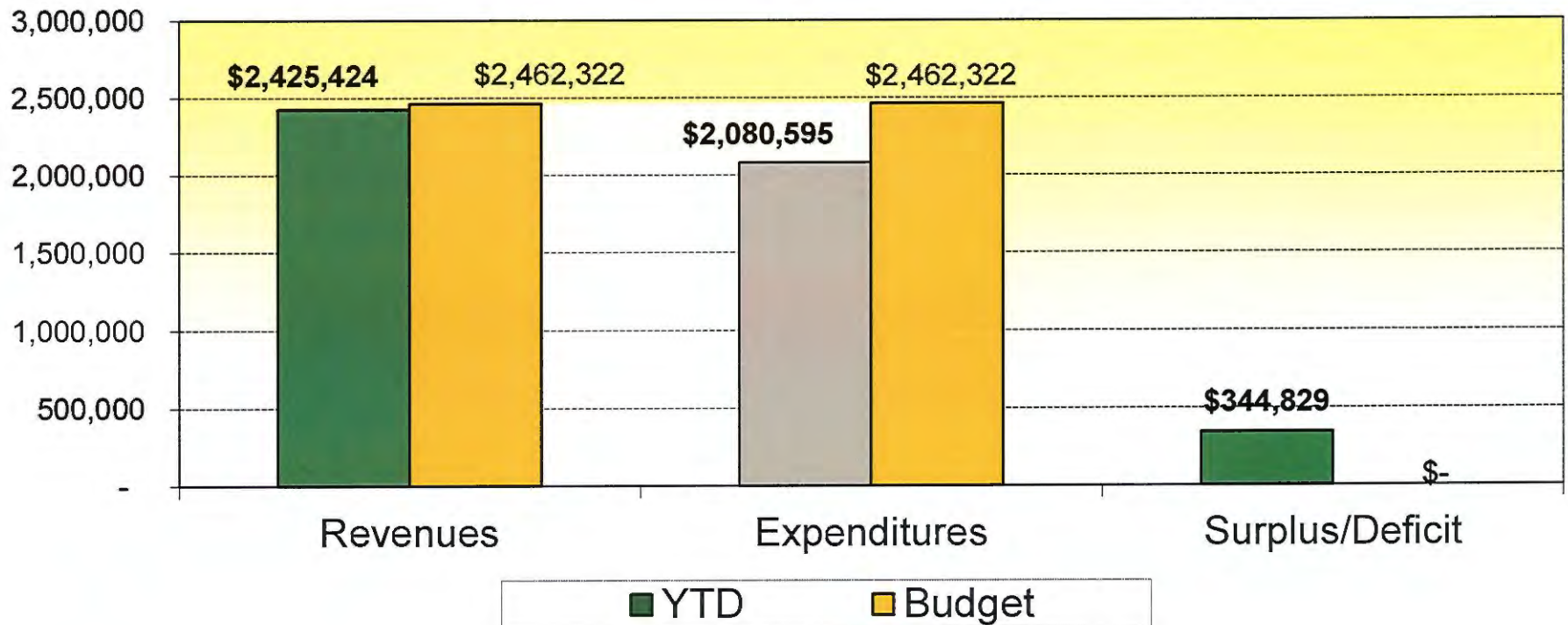
Fund Balance as % of Total
Expenditures

62%

16%

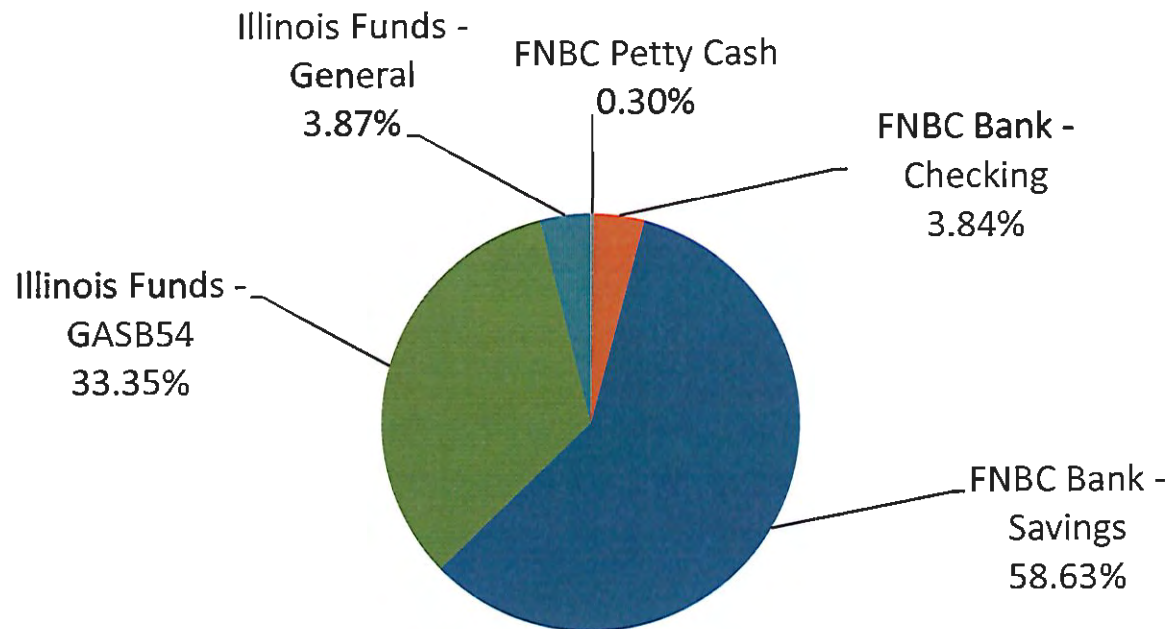
0%

65%



Investments

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	5,001
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.09%	64,438
FNBC Bank - Savings	#0317	MM	0.09%	984,081
Illinois Funds - GASB54	#6950	MM	Various	559,738
Illinois Funds - General	#5519	MM	Various	64,982
Total				\$ 1,678,400



*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

221 EAST ILLINOIS STREET
P.O. BOX 564
WHEATON, ILLINOIS 60187-0564
PHONE (630) 665-1900
FAX (630) 665-0407
EMAIL: rritzman@psnrb.com

HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

MEMO RE: FILLING TRUSTEE VACANCIES

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 20, 2022

Per Public Act 102-0977 effective May 27, 2022 (copy attached), Trustee vacancies “shall be filled within 90 days after a vacancy has been declared”.

The statute prior to the amendment made by this Public Act required that Trustee vacancies “shall be filled forthwith” (75 ILCS 5/4 -4 and 75 ILCS 16/30 - 25).

Relevant to Library Districts, this Public Act authorizes the State Librarian to appoint someone to fill a Board vacancy if the Board fails to fill the vacancy within 90 days. The State Librarian has 60 days to appoint someone to fill the vacancy.

RAR/tmh https://psnrbcom.sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Memo re Filling Trustee Vacancies.docx

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois,
represented in the General Assembly:

Section 5. The Illinois Local Library Act is amended by
changing Section 4-4 as follows:

(75 ILCS 5/4-4) (from Ch. 81, par. 4-4)

Sec. 4-4. Vacancies shall be declared in the office of trustee by the board when the elected or appointed trustee declines or is unable to serve, or is absent without cause from all regular board meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes a nonresident of the city, village, incorporated town, or township, or who fails to pay the library taxes levied by the corporate authorities. Vacancies shall also be declared in the office of trustee by the board when, at the election of the first board of library trustees or at any subsequent election, there are not sufficient trustees elected to fill an entire board of 7 trustees.

Vacancies in the board of trustees in a city or a village under the commission form of government shall be reported to the mayor or president and be filled in like manner as original appointments.

If a vacancy occurs in the board of trustees in any incorporated town or village (other than a village under the commission form of government) or in any township, the vacancy may be filled by the remaining trustees until the next regular library election at which library trustees are scheduled to be elected under the consolidated schedule of elections in the general election law, at which election a trustee shall be elected to fill the vacancy for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. If there is a failure to appoint a library trustee or a failure to elect a library trustee, or if the person elected or appointed fails to qualify for office, the trustee may continue in office if available and qualified until his successor has been elected or appointed and qualified. Vacancies shall be filled within 90 days after a vacancy has been declared forthwith.

(Source: P.A. 87-424.)

Section 10. The Public Library District Act of 1991 is amended by changing Sections 30-25 and 30-40 as follows:

(75 ILCS 16/30-25)

Sec. 30-25. Vacancies.

(a) Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

(b) All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a trustee of a library district with an appointed board, the vacancy shall be filled by appointment by the remaining trustees. Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election forthwith.

(Source: P.A. 87-1277.)

(75 ILCS 16/30-40)

Sec. 30-40. Organization of board; qualification and oath of trustees.

(a) Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board.

(b) The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the board.

(c) Trustees duly elected or appointed as certified by the appropriate election authority or appointing authority shall be qualified to serve as trustees under this Act. The required oath shall be taken and subscribed before a notary public or the secretary of the board.

(d) Within 60 days after the organization of the board, the secretary shall file, with the county clerk of the county containing all or a larger portion of the district and with the Illinois State Librarian, a statement listing the names and addresses of the trustees and officers and their respective terms in office. The secretary shall report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

(e) The first officers shall serve until the next regular election of trustees. Thereafter, officers shall serve for terms set by ordinance but not to exceed 2 years, ending on the third Monday of the month following each regular election or until their successors are duly elected by the board. A vacancy in any office shall be filled by the board for the unexpired term.

(Source: P.A. 93-847, eff. 7-30-04.)

Section 99. Effective date. This Act takes effect upon becoming law.

Effective Date: 5/27/2022

*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

221 EAST ILLINOIS STREET
P.O. BOX 564
WHEATON, ILLINOIS 60187-0564
PHONE (630) 665-1900
FAX (630) 665-0407
EMAIL: rritzman@psnrb.com

HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

MEMO RE: APPOINTING A TREASURER

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 21, 2022

Per Public Act 102-0977 effective May 27, 2022 (copy attached), Library Districts may appoint a non-Trustee to serve as Treasurer and compensate such Treasurer, i.e.:

“(75 ILCS 16/30-40)

Sec. 30-40. Organization of board; qualification and oath of trustees.

(a) Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board.

(b) The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the board.”

Note to Local Libraries: Public Act 102-0977 provides Library Districts with an option re: appointing a Treasurer. This Public Act did not amend the Local Library Act which provides in relevant part (75 ILCS /4-6):

“The first action taken at the organizational meeting of the board shall be the election of a President and a Secretary and such other officers as the board may deem necessary, and the board shall further provide in the bylaws of the board as to the length of the terms in office.”

RAR/tmh https://psnrbcom.sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Memo re Appointing a Treasurer.docx

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois,
represented in the General Assembly:

Section 5. The Illinois Local Library Act is amended by
changing Section 4-4 as follows:

(75 ILCS 5/4-4) (from Ch. 81, par. 4-4)

Sec. 4-4. Vacancies shall be declared in the office of trustee by the board when the elected or appointed trustee declines or is unable to serve, or is absent without cause from all regular board meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes a nonresident of the city, village, incorporated town, or township, or who fails to pay the library taxes levied by the corporate authorities. Vacancies shall also be declared in the office of trustee by the board when, at the election of the first board of library trustees or at any subsequent election, there are not sufficient trustees elected to fill an entire board of 7 trustees.

Vacancies in the board of trustees in a city or a village under the commission form of government shall be reported to the mayor or president and be filled in like manner as original appointments.

If a vacancy occurs in the board of trustees in any incorporated town or village (other than a village under the commission form of government) or in any township, the vacancy may be filled by the remaining trustees until the next regular library election at which library trustees are scheduled to be elected under the consolidated schedule of elections in the general election law, at which election a trustee shall be elected to fill the vacancy for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. If there is a failure to appoint a library trustee or a failure to elect a library trustee, or if the person elected or appointed fails to qualify for office, the trustee may continue in office if available and qualified until his successor has been elected or appointed and qualified. Vacancies shall be filled within 90 days after a vacancy has been declared forthwith.
(Source: P.A. 87-424.)

Section 10. The Public Library District Act of 1991 is amended by changing Sections 30-25 and 30-40 as follows:

(75 ILCS 16/30-25)

Sec. 30-25. Vacancies.

(a) Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

(b) All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a trustee of a library district with an appointed board, the vacancy shall be filled by appointment by the remaining trustees. Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election forthwith.

(Source: P.A. 87-1277.)

(75 ILCS 16/30-40)

Sec. 30-40. Organization of board; qualification and oath of trustees.

(a) Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board.

(b) The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the board.

(c) Trustees duly elected or appointed as certified by the appropriate election authority or appointing authority shall be qualified to serve as trustees under this Act. The required oath shall be taken and subscribed before a notary public or the secretary of the board.

(d) Within 60 days after the organization of the board, the secretary shall file, with the county clerk of the county containing all or a larger portion of the district and with the Illinois State Librarian, a statement listing the names and addresses of the trustees and officers and their respective terms in office. The secretary shall report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

(e) The first officers shall serve until the next regular election of trustees. Thereafter, officers shall serve for terms set by ordinance but not to exceed 2 years, ending on the third Monday of the month following each regular election or until their successors are duly elected by the board. A vacancy in any office shall be filled by the board for the unexpired term.

(Source: P.A. 93-847, eff. 7-30-04.)

Section 99. Effective date. This Act takes effect upon becoming law.

Effective Date: 5/27/2022

*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

221 EAST ILLINOIS STREET
P.O. BOX 564
WHEATON, ILLINOIS 60187-0564
PHONE (630) 665-1900
FAX (630) 665-0407
EMAIL: ritzman@psnrb.com

HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

MEMO RE: COLLECTING INFORMATION ABOUT VENDORS

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 21, 2022

This Memo addresses the need for some Library Districts to collect and report information about vendors.

The vendor information collection and reporting requirement is contained in P.A. 102-0265 (copy attached).

Stated simply, this P.A. requires Library Districts that have an annual property tax levy of more than \$5 million to make a good faith effort to collect information as to whether a vendor is a minority, women or veteran-owned business.

Important points about the applicability of this P.A:

1. The vendor information requirements apply only to Library Districts. The requirements apply to "taxing districts". Taxing districts are defined as:

Any unit of local government, school district or community college district with the power to levy taxes. (35 ILCS 200/1-150).

2. The requirements apply only to Library Districts with an annual levy of more than \$5 million.
3. Local Libraries (City Libraries and Village Libraries) are not “taxing districts” as defined.
4. We recommend that Local Libraries confer with City/Village representatives as to collecting information about vendors of the Library.

The good faith process of collecting and reporting vendor information should begin relatively soon. This P.A. applies “beginning in levy year 2022”.

Recommendations for Library Districts with an annual levy of more than \$5 million:

- a. Ask vendors to complete a questionnaire – samples attached;
- b. Perhaps request questionnaires used by other “taxing districts”;
- c. We encourage you to “customize” the questionnaire;
- d. Periodically publish the vendor data on the Library District’s website, e.g., monthly or quarterly.

Attached are two (2) memos which you may find helpful, i.e., memos from the Illinois Municipal League and the Association of School Business Officials.

Reminder: This P.A. simply requires a “good faith effort”.

AN ACT concerning revenue.

Be it enacted by the People of the State of Illinois,
represented in the General Assembly:

Section 5. The Property Tax Code is amended by adding
Section 18-50.2 as follows:

(35 ILCS 200/18-50.2 new)

Sec. 18-50.2. Vendor information reporting. Beginning in
levy year 2022, each taxing district that has an aggregate
property tax levy of more than \$5,000,000 for the applicable
levy year shall make a good faith effort to collect and
electronically publish data from all vendors and
subcontractors doing business with the taxing district as to:
(1) whether the vendor or subcontractor is a minority-owned,
women-owned, or veteran-owned business, as defined in the
Business Enterprise for Minorities, Women, and Persons with
Disabilities Act; and (2) whether the vendor or subcontractor
holds any certifications for those categories or if they are
self-certifying; if the vendor self-certifies, then the taxing
district shall publish whether the vendor qualifies as a small
business under federal Small Business Administration
standards. This Section is a denial and limitation of home
rule powers and functions under subsection (i) of Section 6 of
Article VII of the Illinois Constitution on the concurrent
exercise by home rule units of powers and functions exercised
by the State.

The taxing district may use existing software to comply
with this Section.

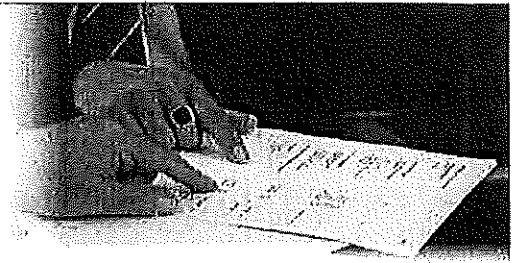
Section 90. The State Mandates Act is amended by adding
Section 8.45 as follows:

(30 ILCS 805/8.45 new)

Sec. 8.45. Exempt mandate. Notwithstanding Sections 6 and
8 of this Act, no reimbursement by the State is required for
the implementation of any mandate created by this amendatory
Act of the 102nd General Assembly.

FACT SHEET

MUNICIPAL REPORTING ON CONTRACTS



Public Act (P.A.) 102-0265, mandates specified taxing districts, including both home rule and non-home rule municipalities, to make a good faith effort to collect and publish certain demographic information provided by vendors and subcontractors doing business with the taxing district.

November 12, 2021

Specifically, all municipalities that have an annual property tax levy of more than \$5 million are required to make a good faith effort to collect information as to whether the vendor or subcontractor is a minority-¹, women-² or veteran-owned³ business.

REPORTING REQUIREMENTS

The Act provides that taxing bodies must make a good faith effort to begin collecting and reporting data beginning on January 1, 2022. The collected data must be published electronically, which could include on the municipality's website. The Act does not provide an alternative publication method.

Specifically, taxing districts should make a good faith effort to report:

1. Whether the vendor or subcontractor is a minority-¹, women-² or veteran-owned³ business as defined in the Business Enterprise for Minorities, Women and Persons with Disabilities Act ([available via this link](#));⁴
2. Whether the vendor or subcontractor holds any certifications for those categories or, if they are self-certifying, whether the vendor or subcontractor qualifies as a small business under U.S. Small Business Administration (SBA) standards ([available via this link](#)).

WHAT SHOULD MUNICIPALITIES DO?

Municipalities that have a property tax levy of more than \$5 million must make a good faith effort to do the following:

- Develop a certification process that requires all vendors and subcontractors to disclose whether they hold any certifications as a minority-¹, women-² or veteran-owned³ business, and whether they are certified as a small business or meet the certification requirements as a small business under SBA standards.
- Track all purchasing by the municipality, including information about any certifications held by vendors and subcontractors.
- Develop a vendor report to include all vendors and subcontractors doing business with the municipality. The report should note whether each vendor and subcontractor is certified as a minority-¹, women-² or veteran-owned³ business or as an SBA small business.
- Publish the data electronically, which could include on the municipality's website.

If there are any questions or concerns regarding compliance with this new requirement, municipal officials should consult with their retained legal counsel.

¹ 30 ILCS 575/2(A)(3)

² 30 ILCS 575/2(A)(4)

³ While not provided in the Business Enterprise for Minority, Women and Persons with Disabilities Act, the Illinois Procurement Code provides the definition of "qualified veteran-owned small business" at 30 ILCS 500/45-57(c).

⁴ 30 ILCS 575/0.01 et seq.





SCHOOL DISTRICT REPORTING ON VENDORS AND SUBCONTRACTORS

Illinois School Code (105 ILCS 5/10-17), mandates specified taxing districts, including both home rule and non-home rule municipalities, to make a good faith effort to collect and publish certain demographic information provided by vendors and subcontractors doing business with the taxing district.

Specifically, all school districts that have an annual property tax levy of more than \$5 million are required to make a good faith effort to collect information as to whether the vendor or subcontractor is a minority¹, women² or veteran-owned³ business.

REPORTING REQUIREMENTS

The Act provides that taxing bodies must make a "good faith effort" to begin collecting and reporting data beginning on January 1, 2022. The collected data must be published electronically, which can include posting on the district's website. The Act does not provide an alternative publication method.

Specifically, taxing districts should make a good faith effort to report:

1. Whether the vendor or subcontractor is a minority,¹ women² or veteran-owned³ business as defined in the Business Enterprise for Minorities, Women and Persons with Disabilities Act; ⁴
2. Whether the vendor or subcontractor holds any certifications for those categories or, if they are self-certifying, whether the vendor or subcontractor qualifies as a small business under U.S. Small Business Administration (SBA) standards.

WHAT SHOULD SCHOOL DISTRICTS DO?

Districts that have a property tax levy of more than \$5 million should make a good faith effort to comply with this new law. Here are some ideas to consider:

- Develop a process that requires all vendors and subcontractors to disclose whether they hold any certifications as a minority,¹ women² or veteran-owned³ business, and whether they are certified as a small business or meet the certification requirements as a small business under SBA standards.
- Track all purchasing by including information about any certifications held by vendors and subcontractors. This information could be collected using a vendor information form in place of the standard W-9 form. See a sample vendor request form here.
- Develop a vendor report to include all vendors and subcontractors doing business with the district. The report should note whether each vendor and subcontractor is certified as a minority¹, women² or veteran-owned³ business or as an SBA small business.
- Publish the data electronically, which could include on the district's website.

If there are any questions or concerns regarding compliance with this new requirement, district officials should consult with their retained legal counsel.

¹ 30 ILCS 575/2(A)(3)

² 30 ILCS 575/2(A)(4)

³ While not provided in the Business Enterprise for Minority, Women and Persons with Disabilities Act, the Illinois Procurement Code provides the definition of "qualified veteran-owned small business" at 30 ILCS 500/45-57(e).

⁴ 30 ILCS 575/0.01 et seq

INDIAN TRAILS PUBLIC LIBRARY DISTRICT

Vendor Information Form

As per Public Act 10-0265 the Indian Trails Public Library District is required to collect and publish data from all vendors and subcontractors doing business with the Library. Please complete the form and return to the Library.

Part 1 General Information:

Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Part 2 Tax Status:

☐ Individual/Sole Proprietor

☐ Trust/Estate

☐ C Corporation

☐ Limited Liability Company

☐ S Corporation

C Corporation ☐

S Corporation ☐

☐ Partnership

Partnership ☐

☐ Other _____

Part 3 Minority Status:

☐ Minority Owned Certification NO YES _____
Certification ID

☐ Women-Owned Certification NO YES _____
Certification ID

☐ Veteran-Owned Certification NO YES _____
Certification ID

Part 4 Small Business Status:

NAICS Code _____

Number of Employees _____ OR Annual Receipts _____

Part 5 Completed By:

Name _____ Phone _____

Date _____ Email _____

Please return this form
to the following address:

Indian Trails Public Library
Attention Business Office
355 Schoenbeck Road
Wheeling, IL 60090

Form may be emailed to:
sbeal@indiantrailslibrary.org

Sample Vendor Request Form

Prior to processing a payment for goods and/or services a New Vendor Request form must be completed and submitted to the Business Services department. Completed forms provide the necessary information for use internally by District personnel, as well as for federal and state reporting purposes.

Vendor Information

Type of Vendor: ☐ Business ☐ Small Business ☐ Government Agency ☐ Government Agency
☐ Other Not-for-Profit Organization

Name: _____ Certifying Entity: _____

Phone Number: _____ Fax Number: _____

E-Mail (Used for PO Submissions): _____

Business Classification (if applicable)*: ☐ Minority Owned ☐ Female Owned
☐ Owned by Persons with Disabilities ☐ Veteran Owned

* In accordance with Illinois School Code (105 ILCS 5/10-17), schools are required to publish an annual report identifying the total number of contracts awarded to minority, female, veteran, small business, or disabled contractors/vendors, as certified by a certifying agency (e.g. Cook County, State of Illinois, U.S. Small Business Association) in accordance with the definitions provided in 30 ILCS 575/2.

Mailing Address

Street Address: _____

City: _____ State: _____ Zip Code: _____

Remittance Mailing Address (if different than above)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Tax Payer Identification

This section does not need to be completed if a W-9 form is attached. Please refer to IRS form W-9 for guidance if necessary.

Tax Classification: ☐ Individual/Sole Proprietor or single-member LLC ☐ C - Corporation ☐ S - Corporation

☐ P - Partnership ☐ Trust/Estate ☐ Limited Liability Company (Insert Type): _____

☐ Other: _____

Federal Tax ID Number: _____ or Social Security Number: _____

Payment Processing Instructions

Would you like to sign-up for electronic payments (ACH)? ☐ Yes ☐ No

Approval

Under penalties of perjury, I certify that the information provided on this form is complete and accurate. I understand that this information will be utilized for local, federal and state reporting purposes. I further certify that I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Printed Name of Vendor Representative: _____

Vendor Representative Signature: _____

Date: _____

Library Director Report

June 2022

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 91.7%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$559,738.17 (+ \$379.60)
 - New Building & Construction Fund: \$32,537.67 (+ \$22.03)
 - General (Corporate) Fund: \$32,444.45 (+ \$21.97)
- ❖ The IRS Raised the Standard Mileage Rate for the final half of 2022 to 62.5 cents per mile for employees who use their own vehicles to conduct business. Effective July 1, 2022.

PHYSICAL PLANT

- ❖ Orkin was on-site for monthly preventive maintenance on 5/18 and 6/15
- ❖ Anderson Elevator completed preventive maintenance on 5/20 and 6/10
- ❖ Buck Services was on-site for cleaning services on 5/22, and 6/17 & 18
- ❖ Bibliotheca was on-site 5/26 to remove the Security Gates at the library entrance
- ❖ Assa Abloy removed the interior sliding doors on 5/26 to prepare for the replacement of the flooring at the library entrance. The doors were replaced on 6/8.
- ❖ Midwest Sealcoat sealed and striped the library parking lot on 5/28 & 29
- ❖ Questmark Flooring was on-site 5/29 & 30 to replace the flooring at the library entrance
- ❖ A spare chilled water pump was ordered from Midwest Mechanical on 5/27 as a backup in the event of a failure of the existing chilled water pump. This was identified as an issue requiring attention in the facilities assessment, but is a more cost-effective solution to replacing the existing pump with a dual pump system. This will provide the library more time to implement the two-pump solution recommended in the facilities report.
- ❖ Legend Exteriors was on-site 6/8 & 16 to inspect and assess the roof for leaking that has occurred multiple times this year in the Adult Services department.

PERSONNEL

- ❖ The Library Director:
 - Attended the monthly board meeting on 5/23
 - Chaired the WeGo Together for Kids Steering Committee meeting on 5/25
 - Was on-site 5/29 & 30 while the new flooring was being installed at the library entrance
 - Attended the SWAN Quarterly Meeting on 6/2
 - Held Managers' Advisory Meetings on 6/6 & 20
 - Attended the annual performance appraisal with the Board President on 6/9
 - Attended Rotary meeting on 6/15

Library Director Report

June 2022

- Hosted the staff development outing at Cantigny on 6/17
 - Attended the Strategic Planning Committee meeting on 6/21
-
- ❖ Jen G.'s last day as an Adult Services Assistant was June 4.
 - ❖ Kelsey K. was hired as an Adult Services Assistant. Kelsey's first day was June 6.

TECHNOLOGY

- ❖ The hard drives on computers one and nine in Adult Services failed. HP replaced the hard drives and Sikich reimaged the computers.
- ❖ I contacted AT&T Business and discussed bringing Fiber Internet into the library as a secondary (failover) Internet connection and also for primary phone traffic in order to move to a VOIP system. As a reminder, before the library's previous consortium dissolved (LINC), it paid to have a fiber line brought into the library. Though it has never been used, I am working with AT&T to use the fiber line for the library's primary phone line and a failover for Comcast. Once we have a secondary Internet Service Provider (ISP), Sikich will segment the network for phone traffic and implement BigLeaf, which will use both Internet connections at all times, using the best connection for prioritized traffic.

MISCELLANEOUS

- ❖ The West Chicago Railroad Days will be held July 7-10 at Pioneer Park.

Department Reports

May 2022

ADMINISTRATIVE SERVICES

** Separate attachment

ADULT SERVICES

Engagement:

- **Programs:** A total of 72 attended 11 programs in May held either virtually or in-person.

Healthy West Chicago Virtual Cooking Class: A total of 13 attended the May virtual cooking class with food kits. 18 kits were picked up.

Voter Registration and Electronic Voting Equipment Demonstration: In members of the League of Women Voters came to the library demonstrate new voting equipment.

- **Technology:** Adult Services staff taught 2 in-person computer classes in May (One in English and one in Spanish) with a total of 1 attendee.

ADULT SERVICES: YOUNG ADULT

- A total of 6 programs were offered for teens in May with a total of 26 attendees.
- **Outreach:** Young Adult Librarian, Jessica presented virtually for two days in May to Leman Middle School 6th, 7th and 8th, grade classes to promote the summer reading program and library services. She spoke to a total of 390 students.

CIRCULATION SERVICES

Circulation Statistics May 2022:

- 12,673 Total Items checked out, 4.49% increase from May 2021.
- 3,258 Electronic materials checked out, 29.85% increase from May 2021.
- The total value of the materials checked out by our patrons was \$91,442.26 during May 2022.
- During May 2022, we had 127 patrons using self-check and a total of 404 items checked out.

Patron Statistics May 2022:

- 4895 Visitors to the Library, 112.55% increase from May 2021.
- 54 New patrons added, 22.73% increase from May 2021.
- 15,007 Card holders, 7.98% decrease from May 2021.
- 50.15% of the district population have library cards, 4.35% decrease from May 2021.

Other Activities:

- 226 DVDs were donated to Aperion Care Nursing Home - West Chicago.
- Due to the changes in the Illinois Notary laws that are expected to hit the State of Illinois July 1st, requiring yearly training, five of our public notaries have been trained in the last month. We were also required to renew some of our notary stamps to stay compliant.

TECHNICAL SERVICES

Acquisitions:

- 789 Items ordered.
- 685 Items invoiced/received.
- 3 Items returned.

Cataloged:

- 2636 Items added to the collection.

Withdrawals:

- 512 Items withdrawn from the collection.

Material Maintenance:

- 37 Items repaired in house.

Other Activities:

- 517 Daily Health Questionnaires.
- 281 Postage processed.
- 270 Items moved from new shelf to regular collection.
- 162 Invoices processed.
- 142 Invoices archived.
- 67 Pre-cat records created.
- 23 Withdrawn books donated to Better World Books.
- 10 E/J Kit Records Updated.
- 4 Title transfers.
- 1 J Puzzle added to collection.

Miscellaneous:

- Joan Happel & John Wiggins completed 2-hours of required notary training.
- Prof. Maria Gabriella Limarzi of the Art and Music High School “Antonio Canova” of Forlì (Italy) requested permission to use an image of a bookplate #211 - *W. G. Bowdoin* for three seconds in a video animation made by students at the school.



YOUTH SERVICES

- **Engagement** -We held a total of **28** programs during the month of May
- Total Outreach (online)-**160**
- All programs-**292**

Sensory Garden Storytime-Youth Services Librarian, Nicole Lapas, held a storytime at the Sensory Park in Lisle, this storytime is targeted towards children with special needs, but it is open to all children who want to attend. She had a total of 15 children attend her storytime.

Free Comic Book Day-We had 36 people attend our Free Comic Book Day event. Patrons were able to do superhero themed crafts and get some free comics to take home.

Blooming Fest-Staff members from Youth Services and Circulation attended Blooming Fest in downtown West Chicago. Although the event was rained out, they were still able to see 80 people at the library table. Small crafts and chip clips were given out.

ADMINISTRATIVE SERVICES

eNews: May

All our top emails outperformed their counterparts from last month in both open rate and unique clicks. Each of the emails had at least one “high interest” link that led more people to open the emails and click through them. All our top links also outperformed their counterparts from last month as well, more than doubling the number of clicks. The top link for our Summer Reading Page outperformed all the other links on the list for this month. That link led 71 people to our Summer Reading Page to learn more about our reading programs and our kickoff.

Monthly Overview:

- Average Click Rate: **1%**
 - Last Month's Rate: **1%**
- Average Open Rate: **33%**
 - Last Month's Rate: **32%**

Top Emails:

05/16 - Quilled Butterflies and Dungeons & Dragons!

- Unique Opens: **2,008**
- Open Rate: **38%** (Last Month: 34%)
- Unique Clicks: **33**
- Click Rate: **1%** (Last Month: 1%)

05/24 - Yoga on the Lawn, Lawn Games, and More!

- Unique Opens: **1,968**
- Open Rate: **37%** (Last Month: 34%)
- Unique Clicks: **37**
- Click Rate: **2%** (Last Month: 1%)

05/18 - Summer Reading

- Unique Opens: **1,961**
- Open Rate: **37%** (Last Month: 31%)
- Unique Clicks: **59**
- Click Rate: **3%** (Last Month: 1%)

Top Links Clicked:

- Summer Reading Page - **71** (Last Month: 14)

- Wake Up Your Bike for Spring – **22** (Last Month: 8)
- Skill Up Registration – **21** (Last Month: 8)
- Quilled Butterfly Magnet Registration – **20** (Last Month: 7)
- Yoga on the Lawn Registration – **17** (Last Month: 7)

Facebook: May

Our post reach and engagements nearly doubled. Our most popular post was a promotion for Skill Up: a program that was put together by WorkNet to get the unemployed trained in skills that would get them long term employment opportunities. This program offered childcare, which we did not end up needing, and the library was able to give a short presentation to inform the registrants of the resources they have at the library to aid their job search needs. This program ended up getting 48 registrants. All our top posts outperformed their counterparts from last month in the number of people who were reached.

Monthly Overview:

Total Post Reach: **13,309** (Last Month: 7,256)

Total Post Engagements: **627** (Last Month: 358)

Page Followers: **1,863** (Last Month: 1,843)

Top Posts:

05/17 Skill Up Promo

Reach: **1,732** (Last Month: 998)

Engagement: **61** (Last Month: 50)

Views: **NA** (Last Month: NA)

05/27 Seal Coating Notice

Reach: **1,648** (Last Month: 951)

Engagement: **35** (Last Month: 19)

Views: **NA** (Last Month: NA)

05/25 Yoga on the Lawn

Reach: **890** (Last Month: 855)

Engagement: **19** (Last Month: 65)

Views: **NA** (Last Month: NA)

Instagram: May

Instagram continues to function as a support in our social media. It works to remind people of things, but it is not the main source of engagement. Our main goal is to grow it slowly until it can deliver comparable results to our Facebook Page. Until then, the narrative will remain the same. You can expect to see the numbers fluctuate in accordance with Facebook's performance.

Monthly Overview:

Page Followers: **463** (Last Month: 457)

Top Posts:

05/25 **Summer Reading Promo: Cosley Zoo**

Reach: **2,313** (Last Month: 1)

Engagement: **44** (Last Month: 2)

Views: **2,306** (Last Month: NA)

05/19 **Summer Reading Promo: Summer Reading Kickoff**

Reach: **195** (Last Month: 49)

Engagement: **7** (Last Month: 2)

Views: **203** (Last Month: NA)

05/27 **Empire of Pain AS Book Talk**

Reach: **193** (Last Month: 40)

Engagement: **6** (Last Month: 0)

Views: **202** (Last Month: NA)

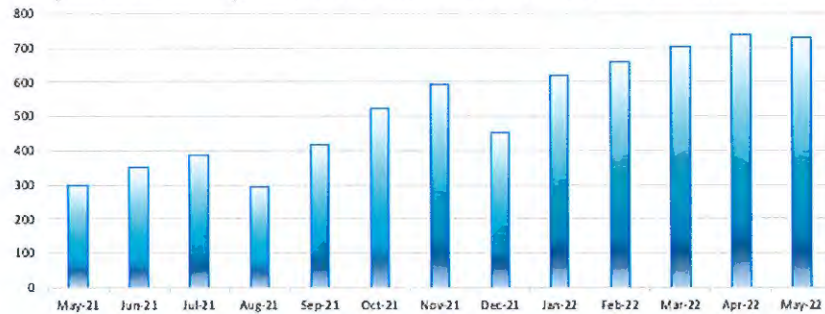
Creative Corridor: May

- Maureen's public transportation miniatures were up in the display case and the West Chicago Community Highschool was able to put artwork from the students on our wall.

IT Report – May

Wireless Overview

May had 730 unique clients with 667.56Gb of data used.



In the past year we went from 300 users to 730. We will see a little slump soon, but we are holding steady to normal numbers again.

Website

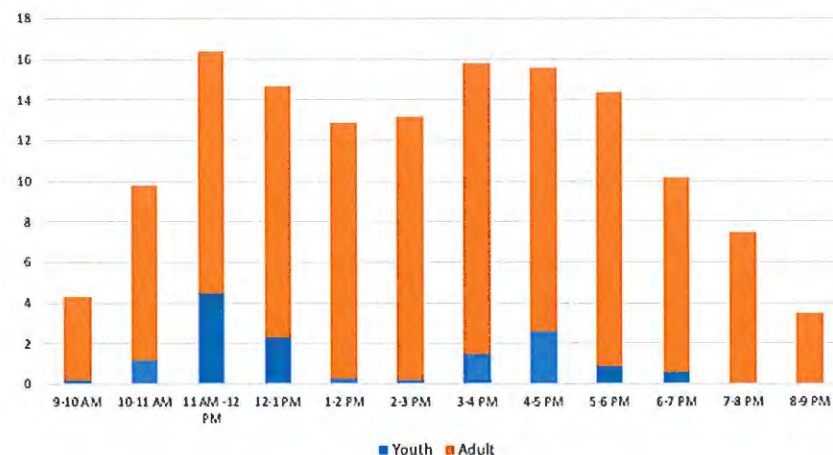
Last month we had 8333 website visits.

The top 5 pages in May were

1. Yearbooks (440 Visits in May, 501 Visits in April)
2. Summer Reading 2022 (New page with 320 Visits in May)
3. Employment (255 Visits in May, 254 Visits in April)
4. Print from Anywhere (184 Visits in May, 202 Visits in April)
5. Frequently Asked Questions (117 Visits in May, 128 Visits in April)

Computer Usage

We had 381 users in May.



A rise in numbers from last month bolstered by busy mornings in Youth Services. As more children come in, more parents will use the computers.

DRAFT 6/6/2022

**INCOME PROJECTION
FY 2022/2023**

Library Fund	FY 19-20 Anticipated	FY 19-20 Actual	FY 20-21 Anticipated	FY 20-21 Actual	FY 21-22 Anticipated	FY 21-22 Actual April 2022	FY 22-23 Anticipated	FY 22-23 Actual
Tax Levy-Corp Fund	\$2,115,484	\$2,110,830	\$2,155,659	\$2,150,565	\$2,246,970	\$2,243,374	\$2,343,538	
Personal Prop.Replac.Taxes	\$38,000	\$43,271	\$35,000	\$54,884	\$35,000	\$35,216	\$60,000	
Interest - Allocated	\$20,000	\$20,165	\$1,000	\$1,162	\$1,000	\$713	\$1,000	
Dividend Income		\$421						
Fines (Service Fee)	\$10,000	\$6,975	\$7,000	\$3,198	\$3,000	\$1,933	\$3,000	
Copiers (Service Fee)	\$5,000	\$4,962	\$6,250	\$663	\$2,500	\$3,594	\$3,000	
Non-Resident (Service Fee)	\$1,800	\$823	\$2,400	\$899		\$1,101	\$1,000	
Lost & Paid Books (Service Fee)	\$1,200	\$713	\$500	\$187		\$1,515	\$1,000	
Per Capita Grant	\$37,405		\$37,405	\$37,405	\$37,405		\$42,668	
Donations-Summer Reading Program (Misc.)	\$1,500	\$950	\$1,200			\$1,000	\$2,000	
Memorials and Donations (Misc.)				\$100		\$326	\$100	
Other Income (Misc.)	\$3,000	\$3,510	\$3,000	\$7,244	\$3,000	\$2,917	\$3,000	
Other Grants	\$1,500	\$2,140		\$497				
Other Grants - Census 2020		\$8,565						
Impact Fees - Developer Donations (Misc.)	\$200		\$200	\$45	\$100		\$100	
Library Fund	\$2,235,089	\$2,203,325	\$2,249,614	\$2,256,849	\$2,328,975	\$2,291,689	\$2,460,406	
Special Revenue Fund - IMRF	\$123,730	\$78,740	\$130,531	\$129,992	\$133,347	\$132,111	\$130,974	
TOTAL REVENUE	\$2,358,819	\$2,282,065	\$2,380,145	\$2,386,841	\$2,462,322	\$2,423,800	\$2,591,380	

ACCT #	ACCOUNT NAME	FY 20/21 Proposed	FY 21/22 Proposed	FY 22/23 Proposed	FY 21/22 COMMENTS draft 6-6-22
LIBRARY FUND					
PERSONNEL:					
41100	Salaries	1,197,245	1,229,191	1,272,308	Based on 33 staff (ft18, pt15) Includes \$14,000 merit pool
41100	ER Health Savings	10,800	10,800	10,800	H.S.A. - 8 participants @ \$1,200, 1 extra
41110	Ins-Health & Dental, Life, EBC	167,000	178,500	198,350	18 Eligible employees (17 elected), 18 budgeted
41120	FICA	93,000	91,000	98,000	Medicare and OASDI (Social Security)
41130	Unemployment	2,000	3,000	3,000	
41140	Worker's Compensation	4,800	2,229	2,336	Hanover
		1,474,845	1,514,720	1,584,794	
ADMINISTRATIVE EXPENSES:					
41310	Professional Development	14,000	14,600	13,260	Staff development (ALA, PLA, ILA, LACONI, Webinars, Reaching Forward)(\$7,060), Tuition reimbursement for LTA (\$1,200), Staff training (\$5,000)
41320	Travel	2,700	2,700	2,500	Hotel, mileage reimbursement for Circulation, Adult Services, Youth Services, Public Relations (\$2,500)
41330	Association Dues	5,800	5,800	5,383	Institutional and professional memberships (ILA, ALA, PLA, YALSA, ALSC, SHRM, HR Source, Chamber of Commerce, Rotary) for staff and WCPLD
41332	Payroll Processing	5,500	5,500	6,500	Web Pay, Web Time, W2 processing
41334	Office Supplies-General	6,000	4,870	6,100	YS (\$600), AS (\$300), PR (\$1850), Admin (\$500), General office supplies \$3345 (postage meter supplies \$330, misc. office supplies \$1370, printer/copier paper \$1650)
41336	Office Equipment	20,700	23,150	23,150	ISBS copier/fax usage/printer (\$1550 mo./\$18,600 yr), YS, HR Printers (1000/qtr= \$4000/annual), postage meter \$450/yr
41338	Postage	6,800	7,800	6,820	Board packets, inter-library loans, overdue notices, certified mail, homebound mail, bulk mail permit \$245
41342	Administrative Miscellaneous	1,800	1,800	2,100	Bank fees, background check fee=\$28 each, contingency, HR Direct - Poster Guard (\$95), Nayax copier fees \$225/annual, notary fees \$400, Costco \$240/annual, Amazon Capital \$180/annual
41344	Supplies-Recognition	3,240	3,000	6,000	Board retreat, in-service, hosting of meetings, Christmas dinner, other events (\$500 per event), staff recognition \$3000
41346	Materials & Resource Recovery	1,600	1,600	1,600	Cost associated to recover material that is overdue through Unique Material Recovery Service.
41348	Circulation Services Supplies	4,500	4,500	4,500	This line is used to purchase Library Cards \$2100, Postcards \$400, Receipt Printer Paper \$100, Tote bags \$400, Plastic bags \$1500
		72,640	75,320	77,913	
ADMINISTRATIVE TECHNOLOGY EXPENSE:					
41400	IT Equipment/Upgrades - Staff	1,929	34,190	35,612	The price of 2 10.9-inch iPad Air Wi-Fi 256GB - Space Gray with appcare @ \$880 each= total <u>\$1,760</u> . The price of 9 wireless mice for managers and others with laptop computers \$90 each <u>\$810</u> . 6 nylon braded HDMI cords @ \$16 each <u>\$96</u> . 8 new staff computers for Circulation and Youth @ \$1,707 each + 4 hours setup time per computer @ \$184 per hour = <u>\$19,544</u> , 2 new staff laptops for Youth @ \$1,199 each + 4 hours setup time per computer @ \$184 per hour = <u>\$3,870</u> , 3 year HP care pack for laptops @ \$131 each = <u>\$262</u> , Apple MacBook Pro 16.2" Notebook for PR @ \$3,273 + 4 hours setup @ \$184 per hour = <u>\$4,009</u> , Kensington Docking staion @ <u>\$381</u> , HP ZBook Firefly G8 Mobile Workstation @ \$3,494 + 4 hours setup time @ \$184 per hour = <u>\$4,230</u> , HP Thunderbolt Dock @ <u>\$552</u> , 3 year HP care pack for Firefly @ <u>\$98</u>

41410	Software - Staff	27,102	5,748	32,807	Yearly cost of 4 licenses of Adobe Creative Cloud through Techsoup @ \$382 each = <u>\$1,529</u> . Access to Cricut image and font database @ <u>\$108</u> , Canva Pro @ <u>\$140</u> , Parallels desktop for Mac <u>\$110</u> , Curbside Communicator @ <u>\$120/qtr</u> = <u>\$480</u> . Yearly cost of KnowBe4 security training <u>\$900</u> . Yearly cost of Microsoft Open Value Agreement <u>\$170</u> . Yearly cost of Microsoft Software Assurance Renewal <u>\$100</u> . Move Staff to Cloud (Azure hosting @ \$475 monthly/\$5,700 yearly, Licensing \$350, Cloud printing \$60 monthly/\$720 yearly, Azure services setup \$6,000, File Migration \$14,000, cloud printing setup \$2,500) = <u>\$29,270</u> total
41415	Phone System	1,440	1,440	2,400	Morgan Birge \$200/mo.
41420	Technology Management	62,400	60,060	65,560	Sikich managed services cost <u>\$58,212</u> , StorageCraft Backup costs @ \$368/mo = <u>\$4,416</u> , Skykick Email Backup @ \$200/mo = <u>\$2,400</u> , Azure Active Directory @ \$6/mo= <u>\$72</u> , 5 hours travel time to set up new computers @ \$92 per hour = <u>\$460</u> .
41425	Warranties/Extended Care	2,960	10,965	15,020	HP Tech Care Essential service for the HP DL380 Gen9 Server @ <u>\$1750</u> , HP Tech Care Basic service for HP DL380 G7 Server @ <u>\$800</u> , Faronics DeepFreeze @ <u>\$400</u> , Mimecast Support Renewal @ <u>\$6,170</u> , Zoom Pro renewal 3@ <u>\$150</u> = <u>\$450</u> , Sonicwall Support @ <u>\$2,200</u> , Maintenance Renewal for the Indus Bookscanner @ <u>\$3,250</u>
		95,831	112,403	151,399	
LIBRARY MATERIALS-BOOKS:					
42112	Reference-Electronic	44,695	44,820	48,374	Freegal \$6,103, EBSCO SWAN Database Package \$5,687 Library Aware \$983, Learning Express Library \$1,327 Pronunciator \$1,400 A to Z Databases 1,895 (year 1 of 3 pricing contract) A to Z World Maps \$250, A to Z World Foods \$250 World Book Online \$2,078, Public Records /Check Illinois-\$2,591 Mosio Chat Reference \$576, Ancestry/ Heritage Quest- \$2,901 Overdrive/DLIL estimate \$6,600 (including Digital magazines) Eread Illinois estimate- 1,700 Lynda/Linked in Learning-7,000 Newsbank estimate- 1,600 , GVRL Admin Fee est. \$100 YS Tumble Books and Math \$1,075 YS World Book Spanish \$397, YS World Book Early Learning \$793 Museum Adventure Pass \$275, North Star \$600 Beanstack \$899 (year 2 of 3 pricing contract), Comic Plus \$1294
42120	Books-Adult	47,000	48,000	48,000	000s: \$700 (approx 20 books/ebooks) 100s: \$800 (approx 30 books/ebooks) 200s: \$600 (approx 41 books) 300s: \$4,900 (several subject areas in the 300s to order/approx 256 books/ebooks) 400s: \$400 (approx 28 books/ebooks) 500s: \$700 (approx 71 books/ebooks) 600s: \$4,400 (approx 231 books/ebooks) 700s: \$2,000 (approx 71 books) 800s: \$ 900 (approx 48 books /ebooks) 900s: \$2,000 (approx 75 books/ebooks) Biographies:\$1,800 (approx 88 books/ebooks) Spanish Language: \$3,500 (approx 247 books/ebooks) Fiction: \$11,000 (approx 647 books) Favorite Authors Program:\$4,600 Bestsellers: \$3,700 (approx 170 books) Large Pring Standing orders: \$3,000 (approx 144 books) Reference: \$3000 (approx 12-15 titles)
42122	Books-Literacy	370	370	370	New Readers & ESL materials (approx 15 books and News for renewal)
42130	Books-Young Adult	6,000	6,000	5,500	Print Materials (Fiction, Non-Fiction, & Graphic Novels) (Approximately 400 titles)\$3,500 eBook/eAudiobooks (Approximately 150 eMaterials)\$2,000

42140	Books-Youth	24,000	24,000	23,500	Approx 1,100 books at an average cost of \$18 each, 400 picture books, 300 Spanish titles, 400 chapter books (\$19,800) (individual book prices vary from \$5 to \$40) \$700 for books that belong in various kits, science, history, Spanish. \$1,500 for book replacements. \$1,500 for prize books given out for Summer Reading, Winter Reading and Fall reading challenge, approx 500 books @\$3 through scholastic literacy partnership.
42170	RBP/ILL Book Replacement	1,000	1,000	1,000	Cost associated to pay other libraries for damaged and lost material borrowed through interlibrary loan.
		123,065	124,190	126,744	
LIBRARY MATERIALS-PERIODICALS:					
42210	Periodicals	14,000	13,000	9,000	Flipster Digital Magazines ext. \$2,000 EBSCO subscriptions for print magazines \$5,000 Newspaper subscriptions increases est \$2,000
		14,000	13,000	9,000	
LIBRARY MATERIALS-AUDIO VISUAL:					
42320	AV Materials-Adult	26,500	27,500	27,000	DVDs,(Movies, TV Series, NonFiction) \$7,000 (approx 215 DVDs) Audiobooks \$6,000 (approx 130 audiobooks) Popular CDs \$1,000 (approx 49 cds) eBooks (Overdrive Advantage Program/ Unbound Program in eRead \$12,000(approx 203 ebooks and eaudiobooks) Library Of Things Items \$ 1,000
42330	AV Materials-YA	3,000	3,000	2,000	Video Games \$1,000 Audiobooks\$1,000
42340	AV Materials-Youth	7,500	7,500	6,650	30 Video games for Nintendo, Playstation, and Xbox at an average of \$40 each (\$1,200). \$700 for 2 additional Ninento Switch systems(\$350 ea.) to circulate. 125 new and replacement DVDs @ \$20 each (\$2,500). Audiobooks and e-audiobooks, 45 @ \$50 each (\$2,250)
		37,000	38,000	35,650	
TECHNOLOGY SERVICES:					
42400	Library Consortium	33,377	33,583	34,935	SWAN
42405	Internet Services	6,360	12,915	19,900	Comcast Business \$475/mo=\$5700, 20x20 Fiber \$600/mo=\$7,200, BigLeaf 500x500 SD-Wan appliance \$500, Cost to setup the secondary connection \$6,500
42420	Software - Public	10,036	8,216	16,045	Evanced Spaces and Sign Up \$872, MyPC \$654, Papercut \$238, ePrintit \$395, 2 credit card payment tower @ \$1,598=\$3196, and the yearly cost of the hotspots is 35 @ \$120 per device= \$4200, Autopilot PC Provisioning & EndPoint Manager Base Policy Configuration \$6,490
42445	IT Equipment/Upgrades - Public	31,325	19,466	26,663	XP-PEN Artist 15.6 Pro \$400, 24" replacement TV for the DVD converter @ \$300, Mobile Beacon 10 hotspots \$15.00 each through Techsoup \$150 total, 5 new public computers for Youth Services @ \$1,707 each + 4 hours estimated setup time per computer @ \$184 per hour = \$12,215 total, 2 new e-sports gaming computers @ \$5,646 each + 4 hours setup time per computer @ \$184 per hour = \$12,764 total, 2 gaming monitors @ \$417 each = \$834 total
		81,098	74,180	97,543	
LIBRARY MATERIAL MAINTENANCE					
42500	Processing--Technical Services	12,800	12,534	10,190	Processing (\$9,440), General Department Supplies (\$350), Archival collection supplies and digital archive development (\$400). Amounts based on previous expenses.
42510	Cataloguing Tool	0	266	300	WebDewey
42515	Digitization Projects	0	0	0	
		12,800	12,800	10,490	
PROGRAMS:					
44120	Programs-Adult	6,400	6,400	10,000	Craft programs (Gettin'Crafty, Crafternoon, and senior outreach crafts): \$3,525 Presenters: \$3,300 Healthy West Chicago Cooking Classes \$2,000 Movie license AS portion \$175 Summer Reading: \$ 1,000

44130	Programs-Young Adult	5,500	5,500	6,000	Program Supplies \$2,500 Movie License \$175 Take & Make/To-Go Bag Supplies \$600 Promo Supplies \$600 Summer Reading \$1,000 Food\$600 Volunteer Kit Supplies\$525
44135	Programs-Summer Reading	5,900	5,900	5,900	Performers \$500, final prizes \$1,500, Program materials \$1,500, Small prizes \$900, Summer Reading kick off reserve funds \$500. \$1,000 for Adult and Young Adult summer reading.
44140	Programs-Youth	7,800	9,000	10,574	Movie License \$174. Work room supplies; markers, crayons, glue, construction paper, craft supplies: \$2,000. Early literacy kits, Spanish Kits and Maker Kits replacement parts. \$1,200. \$2,000 for larger Youth programs, these include the Trunk or Treat, Day of the Dead, and Winter Reading Program \$2,000 for ongoing programs throughout the year, movie days, storytimes, and STEAM programs. \$200 for 3d printer replacement filament. \$500 for Cricut replacement materials. \$2,000 for Youth library to go kits. \$500 to replace toddler table in the early literacy section.
44145	Events and Outreach	5,200	2,000	7,900	For supplies, materials and promotions for library events Library Card Signup Month: \$2,000, Trunk or Treat:\$ 1,000 Holiday Open House: \$2,000, Library Lover's Month: \$200 National Library Week: \$150, Bloomingfest: \$500 Summer Reading Kickoff: \$1,850, National Night Out: \$200
		30,800	28,800	40,374	
MARKETING & PROMOTIONS:					
44210	Marketing	5,701	7,366	7,246	Constant Contact \$798, BookPage \$348, Facebook Boosts \$100, Canva Images \$120, Adobe Creative Cloud @ 12x/y \$385, Royal Publishing \$495, Giveaways/Logo Materials \$2,500, Marketing Promotional Materials \$2,500
44215	Web Site	550	5,050	5,490	Cost of hosting on GoDaddy @ \$180 per year. Cost of Wildcard SSL Certificate @ \$450 per year. Weblinx website redesign work estimate \$4,860
44220	Promo Mats-Adult	1,500	1,000	2,100	To- go Bags: \$600 Promotional Materials: \$1,500
44240	Promo Mats-Youth	1,600	1,600	1,500	4imprint Library Logo Materials for Youth \$800, ALA promotional materials \$300, \$400 summer reading promotional giveaways.
44245	Program Guide	15,600	15,600	15,800	12,450 pieces @ 4x/year \$12,000, Postage 4x/year \$3,800
44250	Surveys	384	384	400	Price is given by Surveymonkey in the upcoming charges records on the account.
		25,335	31,000	32,536	
FACILITIES & OPERATIONS:					
45110	Janitorial Service	12,000	16,000	14,400	Annual carpet cleaning (\$2,700), Floor cleaning (\$2,700), janitor time off coverage (\$9,000) Buck Services is \$32.50.hr.
45112	Security Service	14,000	21,500	21,510	Security Monitor 20 hours/wk @ \$19.99/hr= \$20,790, 6 special events \$720
45115	Janitorial Supplies	6,000	6,000	5,500	Paper products \$2136, waste can liners \$1244 , diaper can liners \$62, foam soap \$559, cleaning products and equipment \$672, batteries \$32, vacuum cleaner supplies \$70, hardware/tools \$75, Icemelt \$360, misc. \$300 (base on current usage)
45116	Covid 19 Supplies	0	12,775	3,600	Hand sanitizer \$575, Masks \$1500, Santizing wipes \$475,
45117	Security Cameras	5,500	4,975	5,441	Annual surveillance camera service agreement thru 2/28/2024
45120	Snow Removal	32,000	36,000	26,000	Snow removal (less than 55 inches anticipated)
45130	Exterior Landscaping	8,235	8,050	7,050	Monthly landscape maintenance (8@\$475/mo.= \$3,800), Mulch (\$2,250), Bushes removal (\$1,000)
45140	Exterior R&M - Other	29,000	14,050	9,650	Paver Repairs (\$2,500), Window Washing (\$650) Sprinkler system repairs (\$500), misc. repairs (\$6,000)
45150	HVAC R&M	25,000	25,000	25,000	HVAC Service agreement (\$2,796/qtr=\$11,184), Gehrke water treatment (\$125/mo.= \$1,500), HVAC repairs unanticipated
45155	Gen'l Building Services	1,400	1,500	1,440	Orkin (\$960/annual.), Water Logic-Water Filtration (\$120/qtr.)

45160	Contract Inspection & Maint	14,000	14,000	13,046	ADS (\$1,120/annual), Allegiant Fire Detection-Fire Sprinklers (\$375/annual), Anderson Elevator (\$180/mo.-\$2,160 annual), American National Sprinkler (\$370/semi-annual), Assa Abloy (\$975/annual), Bibliotheca (\$2,075/annual), Cintas Fire-fire extinguishers (\$1,791/annual), IL State Fire Marshall Conveyance Certificate (\$150/annual), Elevator Category 1 Testing (\$650), Just Elevator (QEI) elevator inspection (\$170/annual), First Security Elevator Inspection \$150/annual, First Security (\$2,860/annual), SenSource door counter (\$200/annual) ,
45165	Interior R&M - Other	18,000	13,600	25,550	Display Case/Art Wall Supplies (PR \$300), Shelving unit (Library of Things) \$1400, Floor repair (\$3,000), misc. repairs \$9,650 (lighting, plumbing, ceiling repair, elevator), exterior/interior card swipes \$11,200
		165,135	173,450	158,187	
UTILITIES					
45310	Utilities-Gas	7,200	7,200	7,325	Satori-Constellation-Natural gas supplier - fixed price April 2021 through March 2024
45320	Utilities-Electric	22,000	22,000	23,650	Satori-Direct Energy fixed price 10/2019 to 10/2022 (tax/delivery incr.)
45330	Utilities-Telephone	11,000	12,000	12,000	Peerless (\$700/mo.), Verrizon (\$300/mo.)
45340	Utilities-Water	3,600	3,600	3,600	City of West Chicago (based on current usage)
45350	Utilities-Trash	1,600	1,100	1,100	Flood Bros. (\$650/annual , Xtreme \$360/annual)
		45,400	45,900	47,675	
PROFESSIONAL SERVICES					
45500	Insurance	17,708	16,823	17,042	Property , liability, umbrella package \$10,622 Directors & officers liability \$5,683, Crime policy (treasurer) \$737
45505	Audit	17,557	16,253	19,409	Audit \$15,949, \$600 GASB 87 Leases, OPEB \$2,860
45510	Legal	12,600	12,000	12,000	Attorney
45515	Professional Services	0	14,236	15,350	Roof testing \$4,350, Hydrogeologist \$5,000, Architechual design for Adult Services dept. \$6,000
45520	Accounting	19,000	21,000	19,500	Governmental Accounting - James Howard
		66,865	80,312	83,301	
LIBRARY BOARD EXPENSES					
45600	Conf & Training-Board	500	600	500	Legislative Luncheon
45605	Prof Services-Secretarial	3,300	3,300	3,300	Efficiency reporting (\$275/mo)
45610	Legal Notices & Ads	1,000	1,000	1,000	Required publishing of legal documents
		4,800	4,900	4,800	
CAPITAL EQUIPMENT EXPENSES					
46500	Capital Equipment & Building	0	0	0	
46510	Capital Projects - Interior	0	0	0	
	SUBTOTAL LIBRARY FUND	2,249,614	2,328,975	2,460,406	
GRANT EXPENSES					
49600	Grant Expenditures		0	0	
	TOTAL LIBRARY EXPENDITURES				
SPECIAL REVENUE EXPENSES					
	IMRF	130,531	133,347	130,974	Levy \$130,974
SPECIAL RESERVE EXPENSES					
	TOTAL LIBRARY & SPECIAL	2,380,145	2,462,322	2,591,380	



WEST CHICAGO PUBLIC LIBRARY DISTRICT

ORDINANCE 22-02: An Ordinance Establishing the Meeting Date and Time for the Regular Meeting of The Board of Library Trustees of the West Chicago Public Library District, DuPage County, Illinois.

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL, on the 27th day of June 2022, at 7:00 PM, the following ordinance was enacted in accordance with 5 ILCS 120/2.03) – Schedule of Meetings.

Present:

Absent:

The following ordinance was moved by Trustee _____ seconded by

Trustee _____.

The Board Resolves:

1. To approve the 4th Monday of every month at 7:00 PM as the regular meeting date and time of the Library Board of Trustees.

Ayes:

Nays:

Absent:

Ordinance Declared Adopted:

Diane Kelsey, Secretary

Nancy Conradt, President

Date: _____



WEST CHICAGO PUBLIC LIBRARY DISTRICT

ORDINANCE 22-02

Be it ordained that the regular meeting of The West Chicago Public Library District Board of Library Trustees shall be held at 7:00 PM at The West Chicago Public Library, 118 West Washington Street, West Chicago, Illinois on the following dates in the year 2023: (5ILCS 120/2.03).

Schedule of meetings:

Monday, January 23	Monday, July 24
Monday, February 27	Monday, August 28
Monday, March 27	Monday, September 25
Monday, April 24	Monday, October 23
Monday, May 22	Monday, November 27
Monday, June 26	Monday, December 25 CANCELLED

This Ordinance is effective immediately upon adoption.

Adopted at the Regular Meeting of the Board of Library Trustees, 27th of June 2022.

Posted 27th of June 2022.

Board of Library Trustees,
West Chicago Public Library District

Nancy Conradt, President

ATTEST:

Diane Kelsey, Secretary



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 22-02
Non-Resident Library Card Participation for Illinois
Public Law 92-0166
July 1, 2022 – June 30, 2023

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 27th day of June 2022 the following Resolution was enacted:

Present:

Absent:

The following Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the proposed Non-Resident Library Card Participation Form of Illinois Public Law 92-0166. July 1, 2022 - June 30, 2023.

Ayes:

Nays:

Absent:

IN WITNESS THEREOF, I have affixed my name as Secretary of the Board of Library Trustees:

27th day of June 2022

Diane Kelsey, Secretary



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Non-Resident Library Card Participation Form for
Illinois Public Law 92-0166
July 1, 2022 – June 30, 2023

Name of Library: West Chicago Public Library District

☒ will participate in the non-resident card program

☐ will NOT participate in the non-resident card program

for the year beginning July 1, 2022 -- June 30, 2023.

The fee formula for the non-resident taxpayer's card will be (check one):

☐ General Mathematical Formula in the amount of \$_____

☒ Tax Bill Method

☐ Average non-resident fee in the system area

The amount \$_____

Application to the State Library for use of System Area Average was made?

Yes ☐ No ☐

Application approved? Yes ☐ No ☐

The fee formula for the non-resident renter's card will be (check one):

☐ General Mathematical Formula

☒ A minimum of 15% of the monthly rent. Percentage used? 15%

☐ Other formula (please explain)

Date action taken by the Library Board: 27th day of June 2022

Action taken: ☒ Resolution ☐ Motion ☐ Ordinance

Library Director Signature

Date



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Resolution 22-03 Library Closing Schedule 2023

JANUARY	1 SUNDAY	NEW YEAR'S DAY
APRIL	9 SUNDAY	EASTER
MAY	29 MONDAY	MEMORIAL DAY (Library is closed Sundays {May 28} through Labor Day weekend {September 3})
JULY	3 MONDAY	LIBRARY CLOSSES AT 5:00 pm
JULY	4 TUESDAY	INDEPENDENCE DAY
SEPTEMBER	4 MONDAY	LABOR DAY
OCTOBER	13 FRIDAY	STAFF IN-SERVICE
NOVEMBER	22 WEDNESDAY	THANKSGIVING EVE LIBRARY CLOSSES AT 5:00 pm
NOVEMBER	23 THURSDAY	THANKSGIVING DAY
DECEMBER	24 SUNDAY	CHRISTMAS EVE
DECEMBER	25 MONDAY	CHRISTMAS DAY
DECEMBER	31 SUNDAY	NEW YEAR'S EVE

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 27th day of June 2022 the following Resolution was enacted:



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 22-03 ESTABLISHING THE LIBRARY CLOSING SCHEDULE FOR 2023

Present:

Absent:

The following Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the proposed Library Closing Schedule for the Year 2023.

Ayes:

Nays:

Absent:

Resolution Declared Adopted:

Diane Kelsey, Secretary

Nancy Conradt, President

Date: June 27, 2022

Memorandum

DATE: May 31, 2022

TO: Board of Trustees

FROM: Steering Committee, Illinois Libraries Present

Jennifer Czajka, Arlington Heights Memorial Library
Kate Hall, Northbrook Public Library
Jason Katsion, Fox River Valley Public Library District
Melissa Morgan, Winnetka-Northfield Public Library District
Kate Niehoff, Schaumburg Township District Library
Jill Pifer, Fairview Heights Public Library
Arielle Raybuck, Northbrook Public Library
Shalyn Rodriguez, Shorewood-Troy District Library
Alexandra Skinner, Oak Park Public Library

RE: Illinois Libraries Present Intergovernmental Agreement

The pandemic has been challenging, but has also opened up doors to new opportunities. In 2021, a group of Illinois libraries launched a new Illinois cooperative called Illinois Libraries Present (ILP) to provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. We had 192 public libraries in Illinois participate in the pilot program from January – June 2022 and brought in speakers like humorist Jenny Lawson, musician Jeff Tweedy, and actor/writer Nick Offerman. We are now launching our first full season of programs and will be offering 12 programs from September 2022- June 2023.

In order to start this initiative, the Northbrook Public Library Board of Trustees passed the attached intergovernmental agreement. Libraries can join by approving the attached intergovernmental agreement which outlines your responsibilities. Libraries will be responsible for paying the fees as outlined below:

Operating Budget	# in State	Total Cost
\$0-\$249,999	312	\$80.00
\$250,000-\$749,999	127	\$150.00
\$750,000-\$1,499,999	53	\$400.00
\$1,500,000-\$2,999,999	36	\$750.00
\$3,000,000-\$4,999,999	36	\$1,500.00
\$5,000,000+	44	\$2,300.00

Upon approval, your library will be a full participant in the 2022-2023 Season. Your library will remain a member beyond the pilot period unless you notify us in writing of your intent to withdraw from the cooperative. Your library will be billed in September 2022.

We look forward to partnering with your library to bring patrons across Illinois access to nationally recognized and high-profile speakers and authors.

**ILLINOIS LIBRARIES PRESENT:
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement ("Agreement") also known as "Illinois Libraries Present" is entered into this _____, 202__, by and between the Northbrook Public Library an Illinois public library, ("Northbrook Library"), and _____ LIBRARY an Illinois public Library or Library District (the "Library"), and the Reaching Across Illinois Library System ("RAILS"), for the purpose of facilitating the joint purchasing of programming, events and services for the parties' use.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

WHEREAS, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

WHEREAS, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programing, events and services;

WHEREAS, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library's and the LIBRARY'S jointly negotiating and contracting for programming

NOW, THEREFORE, IN CONSIDERATION for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties' intent for this agreement to rest on the other power which they are lawfully exercising.

Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

If to the

If to RAILS:

Reaching Across Illinois Library System
Re: Illinois Libraries Present
125 Tower Dr
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.


H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY


Jay Glaubinger (Oct 7, 2021 16:02 CDT)

By: Jay Glaubinger, Board President

By: _____

Date: September 23, 2021

Date: _____

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: _____

Date: _____

EXHIBIT A

SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

SAMPLE CONTRACT

Service Contract
Northbrook Public Library
c/o Illinois Libraries Present
1201 Cedar Lane
Northbrook, Illinois 60062
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of Northbrook (Library) and _____ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through _____, (Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ _____.
Payment is due within 30 days of the program date and payable to _____.

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive _____ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the National Association of Court Reporters and Captioners Code of Ethics. Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

Force Majeure:

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

Governing Law:

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

Waiver:

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

Termination:

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

Library Recordings:

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- ☐ Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- ☐ Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until _____(insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:

I, the undersigned, agree that I _____ will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: _____ DATE: _____

CONTRACTOR: _____ DATE: _____

EXHIBIT B

PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

\$0-\$249,999
\$250,000-\$749,999
\$750,000-\$1,499,999
\$1,500,000-\$2,999,999
\$3,000,000-\$4,999,999
\$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

Library's Operating Budget	Total Pilot Cost
\$0-\$249,999	\$40.00
\$250,000-\$749,999	\$75.00
\$750,000-\$1,499,999	\$200.00
\$1,500,000-\$2,999,999	\$375.00
\$3,000,000-\$4,999,999	\$750.00
\$5,000,000+	\$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.

Steering and Programming Committee Library Members:

Algonquin
Arlington Heights
Downers Grove

Effingham
Evanston
Fairview Heights
Fox River Valley
Niles
Northbrook
Oak Park
Schaumburg
Shorewood-Troy

Illinois Libraries Present

A Statewide Collaborative Virtual
Programming Venture

Contact us: illinoislibrariespresent@gmail.com



1

ILP Steering Committee

- Kate Hall, Northbrook Public Library (chair)
- Jennifer Czajka, Arlington Heights Memorial Library
- Jason Katsion, Fox River Valley Public Library
- Melissa Morgan, Winnetka-Northfield Public Library District
- Kate Niehoff, Schaumburg Township District Library
- Jill Pifer, Fairview Heights Public Library
- Ariella Raybuck, Northbrook Public Library
- Shalyn Rodriguez, Shorewood-Troy District Library
- Alexandra Skinner, Oak Park Public Library



2

Mission

Illinois Libraries Present provides high-quality online events at equitable prices for participating member libraries of all sizes and budgets; We connect communities and audiences across the state through shared event experiences



3

Goals

- To provide high-quality, high-profile events
- To reduce costs and maximize reach
- To allow access for all libraries as equitably as possible
- To define clear and distinct roles for committees



4



Member Libraries

Acorn Public Library District
Algonquin Area Public Library District
Arlington Heights Memorial Library
Aurora Public Library District
Barrington Public Library District
Barrington Area Library
Batavia Public Library District
Bensenville Community Public Library District
Bethalto Public Library District
Bloomington Public Library
Blue Island Public Library
Bourbonnais Public Library District
Bradley Public Library District
Brown County Public Library District
Carbondale Public Library
Carlinville Public Library

Cary Area Public Library District
Centralia Regional Library District
Charleston Carnegie Public Library
Chatham Area Public Library District
Chester Public Library
Chicago Heights Public Library
Chicago Ridge Public Library
Chillicothe Public Library District
Cicero Public Library
Cissna Park Community Library District
Clarendon Hills Public Library
Clayton Public Library District
Coal City Public Library District
Colona District Library
Cook Memorial Public Library District
Cordova District Library

Crab Orchard Public Library District
Crestwood Public Library District
Crest Public Library District
Crystal Lake Public Library
Danvers Township Library
Danville Public Library
Decatur Public Library
Deer Creek District Library
Deerfield Public Library
DeKalb Public Library
Des Plaines Public Library
Downers Grove Public Library
Dunlap Public Library District
Duvon Public Library
East Moline Public Library
Edwardsville Public Library



Member Libraries

Elmhurst Public Library
Eisenhower Public Library District
Els Area Public Library District
Elk Grove Village Public Library
Elmhurst Public Library
Evanston Public Library
Evergreen Park Public Library
Fairview Heights Public Library
Flossmoor Public Library
Fondutac Public Library District
Forest Park Public Library
Foreston Public Library
Fossil Ridge Public Library District
Fox River Valley Public Library District
Frankfort Public Library District
Freeport Public Library

Fremont Public Library District
Galena Public Library District
Galva Public Library District
Geneva Public Library District
Genoa Public Library District
Glen Carbon Centennial Library District
Glen Ellyn Public Library
Glenview Public Library
Glenview Public Library District
Graylake Area Public Library District
Green Hills Public Library District
Greenville Public Library
Harrisburg Public Library District
Harvard Heights Library
Highland Park Public Library

Hinsdale Public Library
Hodgkins Public Library District
Homer Township Public Library District
Ida Public Library
Illinois Prairie District Public Library
Indian Trails Public Library District
Itasca Community Library
Jacksonville Public Library
Johnsburg Public Library District
Joliet Public Library
Kirkland Public Library
Lagrange Park Public Library District
Lake Bluff Public Library
Lake Forest Library
Lansing Public Library
Lisle Public Library

5

6



Member Libraries

Lille M. Evans Library District	Morton Grove Public Library	Paw Paw Public Library District
Lisle Library District	Mount Morris Public Library	Pearl City Public Library District
Mahomet Public Library District	Mount Prospect Public Library	Penn Public Library
Manhattan-Elwood Public Library District	North Pike District Library	Plainfield Public Library District
Marion Public Library District	Northbrook Public Library	Prairie Trails Public Library District
Marquette Heights Public Library	O'Fallon Public Library	Prospect Heights Public Library District
Marshall Public Library	Oak Park Public Library	Rantoul Public Library
Mason City Public Library District	Oregon Public Library District	Richard A. Martino Memorial Library
McHenry Public Library District	Oakland Park Public Library	Rick Warren Memorial Public Library District
Messenger Public Library of North Aurora	Palatine Public Library District	River East Public Library
Mississippi Valley Library District	Palos Heights Public Library	River Forest Public Library
Mokena Community Public Library District	Palos Park Public Library	River Valley District Library
Moline Public Library	Park Forest Public Library	Riverside Public Library
Monroe & Mary Wiley Library	Park Ridge Public Library	Robinson Public Library District
Monroeville Public Library	Parkland Public Library	Rochester Public Library District

7



Member Libraries

Rock Falls Public Library District	Stockton Township Public Library	Wauconda Area Public Library District
Rock Island Public Library	Sugar Grove Public Library District	Waukegan Public Library
Rockford Public Library	Sycamore Public Library	West Frankfort Public Library
Roselle Public Library District	Thomas Ford Memorial Library	Westchester Public Library
Schaumburg Township District Library	Three Rivers Public Library District	White Hall Township Library
Shelbyville Public Library	Tinley Park Public Library	White Oak Library District
Sherrin Public Library District	Tolono Public Library District	Williamsville Public Library and Museum
Shoreland-Troy Public Library District	Town and Country Public Library District	Winnetka Public Library District
Six Mile Regional Library District	Urbana Free Library	Winfield Public Library
Skokie Public Library	Vernon Area Public Library	Winnoka-Northfield Public Library District
Smithton Public Library District	Vista Park Public Library	Wood Dale Public Library District
St. Charles Public Library	Village of Avon Public Library	Woodstock Public Library
Steger-South Chicago Heights Public Library District	Warren County Public Library District	Yorkville Public Library
Stirling Public Library	Warren Township Public Library	
Stinson Memorial Public Library District	Warren-Neenah Public Library District	
	Warrenville Public Library District	

8

September 2022- June 2023 Programming	
Operating Budget	Total Cost
\$0-\$249,999	\$80.00
\$250,000-\$749,999	\$150.00
\$750,000-\$1,499,999	\$400.00
\$1,500,000-\$2,999,999	\$750.00
\$3,000,000-\$4,999,999	\$1,500.00
\$5,000,000+	\$2,300.00

9

What you get

- ✓ Access to at least 12 programs offered over 10 months
- ✓ Professionally designed marketing materials
- ✓ Easy online sign-up for patrons
- ✓ High quality event production & tech support
- ✓ Post program attendance and data analysis
- ✓ Monthly financials with a detailed accounting of expenditures
- ✓ Access to an affordable Zoom license for other collaborative events

10

Season Kickoff: Oscar-winning Marlee Matlin!



11

Next Steps

1. Fill out a Membership Interest Form
2. Approve the Intergovernmental Agreement
3. Wait to be Billed in September 2022

12

Questions?

Contact us: illinoislibrariespresent@gmail.com

www.illinoislibrariespresent.com

